

CWMBRAN COMMUNITY COUNCIL



Job Description

Post:	Responsible Finance Officer/ Deputy Clerk
Scale:	NJC (points 28-34) £32,798- £38,553 pa (pay award pending)
Date:	20th March 2023
Responsible To:	Cwmbran Community Council
Main Purpose of Post:	To provide day-to-day financial management of Cwmbran Community Council under the direction of the Clerk, and to supervise the work of the finance assistant(s). To manage the Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Council complies with the Financial Regulations as approved from time to time by Councillors. To act as the Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body". The Regulations impose specific duties on the RFO to (i) establish a sound system of internal control and arrangements for the management of risk (section 4(1)); (ii) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control (section 4(2)); (iii) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date (section 5); and (iv) determine the accounting control systems and ensure that they are observed (also section 5).

Principal Responsibilities:

In undertaking these responsibilities, the Responsible Finance Officer is required:

1. to oversee and manage the Council's assets.
2. to deputise for the Proper Officer/ Clerk to assist in the development and delivery of the services and activities of the Council.
3. to deputise for the Proper Officer/ Clerk in order to represent the Council and seek to promote development opportunities.
4. to work under the supervision of the Clerk to advise the Council on all legal matters and issues.
5. to deliver monitoring of the Community Council's finances in accordance with its financial regulations and advise and help ensure that the accounts are maintained in accordance with the requirements of the Accounts and Audit Regulations and the Practitioner's Guide on Governance and Accountability 2011 (as amended in December, 2014).
6. to carry out any other relevant tasks that may be required as directed by the Clerk.

Qualifications & Experience:

Educated to at least A level standard with sound administrative, financial, IT and supervisory skills, the post holder will also be in possession of the relevant CILCA qualifications or equivalent or willing to work towards it in order to be able to assist the Council in developing its services further.

Supervisory Responsibilities

The Responsible Finance Officer deputises for the Clerk in line management responsibility of the Administrative Officers and overall, ultimate responsibility for the management of all staff employed by the Council.

Supervision Received

The Responsible Finance Officer will be accountable to the whole Council with specific line responsibility to the Clerk of Cwmbran Community Council.

Principal Contacts

All members, officers and other staff of Cwmbran Community Council.
Members and officers of other Community/Town Councils.
Members and officers of other Principal Councils such as Torfaen County Borough Council.
Relevant external organisations such as One Voice Wales, the Council's auditors and other consultants, agencies and service providers engaged by the Council.
The public and other stakeholders.

Special Conditions

The post is a politically restricted post under the provisions of the Local Government and Housing Act 1988.

CWMBRAN COMMUNITY COUNCIL



Person Specification

Post: Responsible Finance Officer

Date: 17 October 2022

	Requirement	Essential or Desirable	How Tested (S) Used at Shortlisting
1. Education/Qualifications/Knowledge			
1.1	Educated to at least A level Standard	E	Application Form/Sight of qualifications certificates (S)
1.2	Certificate in Local Council Administration (CILCA) or equivalent or will to work towards it.	E	Application Form/Sight of qualifications certificates (S)
1.3	Accountancy or similar qualifications at higher level	D	Application Form/Sight of qualifications certificates
1.4	Attendance at work-related courses	D	Application Form/Sight of qualifications certificates
1.5	Understanding of local authority administration and legal framework	E	Application form, references and interview process (S)

1.6	Some knowledge of the Welsh Language	D	Application Form/Sight of qualifications certificates
2. Experience			
2.1	Experience of attending, advising committees and elected members	E	Application form, references and interview process (S)
3. Aptitudes, Skills & Attributes: Policy & Strategic Management			
3.1	Ability to contribute on policy issues and contribute to strategic objectives	E	Application form, references and interview process (S)
4. Aptitudes, Skills & Attributes: Organisational Leadership			
4.1	Supervisory Experience	E	Application form, references and interview process (S)
4.2	Experience of Project Management & Delivery	E	Application form, references and interview process (S)
4.3	Capacity to make sound, objective, evidence-based decisions	E	Application form, references and interview process (S)
4.4	Personable relationship builder who inspires confidence and trust	E	Application form, references and interview process (S)
4.5	Politically aware and resilient and able to inspire confidence and trust with the public, press and working partners	D	Application form, references and interview process
5. Aptitudes, Skills & Attributes: Financial Management			
5.1	Evidence of relevant previous	E	Application form,

	experience of financial responsibilities		references and interview process (S)
5.2	Budget, monitoring and projects responsibilities.	E	Application form, references and interview process (S)
5.3	Ability to undertake complex financial issues and convey simply and effectively to all stakeholders.	E	Application form, references and interview process (S)
5.4	Experience of Accounting software	D	Application form, references and interview process
5.6	In possession of a financial management qualification	D	Application form, references and interview process
6. Aptitudes, Skills & Attributes: Staff Management			
6.1	Demonstrate evidence of staff supervision	E	Application form, references and interview process (S)
6.2	Demonstrate understanding of employment law and health and safety in the workplace	D	Application form, references and interview process (S)
6.3	Demonstrate clear understanding of business risks management and ability to undertake health and safety management exercise and risk assessments	D	Application form, references and interview process (S)
7. Aptitudes, Skills & Attributes: Administrative & Organisational Skills			
7.1	Evidence of previous experience and successes in managing paper and electronic administrative systems	D	Application form, references and interview process

7.2	Preparation of agendas and succinctness in minute-taking	D	Application form, references and interview process (S)
8. Aptitudes, Skills & Attributes: Communications			
8.1	Excellent oral and written skills	E	Application form, references and interview process (S)
8.2	Excellent inter-personal skills	E	Application form, references and interview process (S)
9. Circumstances			
9.1	The Responsible Finance Officer will be based at the Council's offices at The Council House, Ventnor Road, Cwmbran but may, from time to time, be required to work at other locations and travel throughout the town, the Borough and the UK.	E	Application form, references and interview process (S)
9.2	Availability and willingness to attend frequent evening meetings and occasional weekend/twinning functions.	E	Application form, references and interview process (S)
9.3	Use of car and current, clean driving license	D	Application form/Sight of current licence
9.4	Engagement in other community-based activities	D	Application form and interview process
10. Equal Opportunities			
10.1	Demonstrate a willingness to positively promote and deliver appropriate Equal Opportunities Initiatives	E	Interview

1. Policies & Procedures

In consultation with the Clerk the Responsible Finance Officer shall submit proposals for the implementation of policies, procedures, programmes and other activities necessary to achieve its objectives. In so doing, the Responsible Finance Officer will analyse all relevant information and take into account the interests of all partners and stakeholders.

2. Decision-making

The Responsible Finance Officer will present to Committees and Council objective information that will enable Committees and Council to be fully informed of issues, developments and opinions that may affect its deliberations.

3. Standing Orders, Financial Regulations & Procedures

The Responsible Finance Officer will work under the supervision of the Clerk for drafting of the Council's general standing orders and financial procedures, taking advice from the Council's Independent Internal Auditor and having full regard to guidelines and best practice guidelines issues by the Wales Audit Office/Welsh Government.

4. Administrative Matters & Meetings

The Responsible Finance Officer will work under the supervision of the Clerk to deliver internal administrative procedures to ensure that the Council operates efficiently, economically and effectively, with regular attention being given to internal checks, controls and balances that will satisfy the need for maximum transparency and appropriate scrutiny.

The Responsible Finance Officer will be able to deputise for the Clerk at meetings of the Council, its committees and sub-committees where necessary.

5. Strategic Oversight

The Responsible Finance Officer will work under the supervision of the Clerk to maintain and apply a strategic perspective in the life and work of the Council, advising the Council in the managing of its assets and activities and providing details of any issues and forecasts that may affect the Council in the medium and long term. In so doing, the Responsible Finance Officer will pay careful attention to the Council's business risks management process, in conjunction with members of the Council, so that both take joint responsibility for the wellbeing and success of the organisation.

6. Responsible Financial Officer & Financial Management

The Responsible Finance Officer will operate internal financial procedures, the production of the Council's Annual Statement of Accounts and the Annual Return, as currently required under Audit and Accounting Regulations. The Responsible Finance Officer shall be supported in this task by members of staff.

7. Personnel Management

The Responsible Finance Officer will deputise for the Clerk where needed to be responsible for all aspects of employment, including the recruitment, dismissal of staff, allocation of duties, the management of work quality and staff development.

The Responsible Finance Officer will assist the Clerk in advising Council on any changes that may be necessary regarding organisation structure, duties, conditions of work etc.

The Responsible Finance Officer will deliver these duties with due recognition and consideration with the Clerk of the Council as Line Manager.

8. Civic & Twinning Duties

The Responsible Finance Officer will be required to be a strong relationship-builder, dealing with members of the public and visiting guests with utmost courtesy, respect and regard.

The Responsible Finance Officer will assist the Clerk in dealing with any obligations under the Freedom of Information Act and Welsh Language Policy.

9. Other Matters

The Responsible Finance Officer will be encouraged to pursue a programme of continuous professional development (eg. FILCA/ CILCA).

The Responsible Finance Officers grade and salary reflects the commitment the Responsible Finance Officer will be required to give in attending meetings and functions outside the normal working day. Regular evening work will be required, together with occasional weekend work.

The Responsible Finance Officer will always represent the Council in a calm, courteous, dignified and non-confrontational manner and work positively and supportively with elected members and staff.

The Responsible Finance Officer will, at all times, work in accordance with the Health & Safety at Work Act 1974.

The Responsible Finance Officer will adhere to the Model Code of Conduct currently in place.

This job description is not, by definition, a detailed or exhaustive schedule of all tasks and duties to be undertaken. The Responsible Finance Officer may also be required to undertake any other duties commensurate with the status and grade of the post or to ensure they are properly undertaken elsewhere in the organisation.