



## CHRISTCHURCH TOWN COUNCIL JOB DESCRIPTION

Job Title:	Finance Manager (Deputy RFO) <i>Note that subject to Full Council approval, it is intended that the postholder will also act as Deputy Responsible Financial Officer (Deputy RFO) providing cover for the statutory RFO when required including signing statutory returns and ensuring compliance with Accounts and Audit Regulations.</i>
Grade:	LC2 33-36 (£44,075 - £47,181) pro rata
Reports to:	Town Clerk & RFO
Hours of Work:	25 hours per week (annualised) <i>Note that annualised hours are designed to accommodate peaks and troughs in the accounting year (e.g. year end, public inspection periods, audits and budget-setting).</i>
Contract type:	Permanent

### ABOUT US

Christchurch Town Council serves the historic town of Christchurch in Dorset, representing five wards and a vibrant, diverse community. Established in 2019, CTC is committed to delivering excellent local services, preserving the town's rich heritage, and supporting residents, businesses, and visitors. Through collaboration and innovation, Christchurch Town Council strives to make Christchurch an outstanding place to live, work, and visit.

### PURPOSE OF ROLE

Working closely with the Town Clerk & RFO on strategic financial matters, the postholder will lead and manage the financial operations of the Town Council, ensuring robust financial planning, accurate reporting, and compliance with statutory requirements, ensuring that proper practices are applied.

The role supports strategic decision-making and contributes to the effective governance and sustainability of the Council's finances.

### WHAT YOU'LL BE DOING

#### Financial Systems & Controls

- Ensure that proper practices are applied and the highest professional standards are consistently maintained across all aspects of the Council's financial operations.
- Lead the configuration, maintenance and development of the Council's financial management system, ensuring data integrity, reporting accuracy and provision of training or guidance to officers as needed.
- Maintain and regularly review the supplier database within the financial system ensuring accuracy, removal of duplicates and alignment with procurement records and financial controls.

- Review and strengthen procurement controls and support the development of a wider procurement framework including, but not limited to, processes for:
  - Specification development, obtaining quotes and tender submissions, evaluation and contract award, ensuring compliance with Financial Regulations and best practice.
  - Supplier payment including consideration of purchase order systems to support financial transparency, accountability and alignment with best practice.
- Keep the Council's Financial Regulations under review along with relevant Standing Orders relating to financial matters, advising on changes and ensuring compliance.
- Support officers and committees through the full procurement lifecycle, ensuring auditable records and compliance with relevant legislation and Council procurement policies and procedures.
- Carry out annual financial risk assessments and support the Council's internal control framework.
- Lead on finance-related projects including potential future changes to the Council's financial management system, chart of accounts and reporting arrangements, ensuring alignment with best practice and organisational needs.

### **Strategic Financial Management**

- Lead the development, implementation and monitoring of the Council's Treasury Management and Investment Strategy, ensuring compliance with statutory requirements and best practice including cash flow forecasting, prudent investment of reserves in line with the principles of security, liquidity and yield, and preparation of annual investment reports for Full Council.
- Support options appraisals and cost-benefit analysis for Council projects and initiatives, advising on financial context and implications of potential options.
- Monitor and report on Community Infrastructure Levy (CIL) receipts and expenditure, ensuring transparency and compliance with statutory reporting requirements.

### **Budgeting, Monitoring & Reporting**

- Prepare the Council's expenditure plans and revenue and capital budgets.
- Monitor income and expenditure and prepare reports on receipts and payments, bank reconciliations, budgetary control and other relevant areas for the Resources Committee.
- In collaboration with the Town Clerk & RFO and other relevant officers, prepare finance-related reports, present updates to relevant committees (principally Resources Committee and Full Council) and advise on budgetary and financial matters to support informed decision-making.
- Provide ad hoc financial advice and guidance to councillors and officers including responding to queries and supporting the development of sound financial proposals and policies.
- Monitor and manage the Council's cash flow requirements, ensuring sufficient liquidity for operational needs and maximizing earnings in accordance with the Council's emerging Treasury Management and Investment Strategy.
- Working with other officers, support the analysis of expenditure and usage of utilities at Council properties.

### **Financial Transactions & Day-To-Day Operations**

- Ensure that invoices are accurate and are paid on time.
- Raise debtors' accounts and take appropriate and timely follow-up action.
- Advise on VAT issues and prepare, reconcile and submit quarterly VAT returns.
- Reconcile the Council's bank accounts monthly.
- Oversee the use of corporate credit cards, ensuring appropriate controls and reconciliations are in place in compliance with Financial Regulations.
- Lead on payroll administration, including supervision of outsourced payroll services and liaison with pension scheme administrators to ensure accurate and timely processing, statutory compliance and resolution of queries.
- Provide ad hoc supervision and guidance to the Business Support & Customer Services Officer on financial transaction processing, in conjunction with the Town Clerk & RFO and Deputy Town Clerk.

### **Year End, Audit & Governance**

- Prepare and produce the Council's year end accounts, statutory financial returns in accordance with legislation and the applicable Practitioner's Guide and coordinate the production of accompanying governance statements with the Town Clerk & RFO.
- Coordinate the statutory public inspection period for the year end accounts in accordance with the Accounts and Audit Regulations, ensuring transparency and compliance.
- Act as the principal point of contact for the Council's internal and external auditors, ensuring timely provision of information, coordination of audit processes and, in conjunction with the Town Clerk & RFO, ensuring proactive management of recommendations to strengthen financial controls and governance.
- Prepare cost statements as required.

### **Asset & Contract Management**

- Maintain the Council's financial asset register for accounting and insurance purposes, working collaboratively with officers responsible for facilities-related health and safety and maintenance record-keeping.
- Ensure the financial and operational asset registers are regularly reconciled to provide a complete and accurate record of Council assets.
- Advise on insurance requirements associated with Council assets and arrange appropriate cover in accordance with members' decisions.
- Maintain and keep under review the Council's contracts register, leases and other ongoing financial commitments or entitlements.

### **General Duties**

- Undertake such other duties as may be required from time to time commensurate with the level of the post.

The postholder will be required to travel locally for work purposes including attending meetings and events, some of which may take place in the evening or at weekends.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<p>A recognised accounting qualification (e.g. AAT, ACCA, CIPFA, CIMA) or equivalent experience.</p> <p>Evidence of continuing professional development.</p>	<p>Relevant degree or higher-level qualification.</p> <p>FILCA or other local government finance training.</p>
<b>Experience</b>	<p>Experience of managing financial systems and producing budgets, accounts and reports.</p> <p>Experience of preparing statutory financial returns.</p> <p>Experience of working with auditors and managing audit processes.</p> <p>Experience of payroll administration and VAT returns.</p> <p>Experience of preparing and monitoring treasury management and investment strategies.</p> <p>Experience of maintaining asset registers and managing insurance arrangements.</p> <p>Experience of supporting options appraisals and cost-benefit analysis for projects.</p> <p>Experience of preparing committee reports and presenting updates.</p>	<p>Experience in local government or public sector finance.</p> <p>Experience of supporting procurement and contract management processes.</p>
<b>Knowledge</b>	<p>Strong understanding of financial regulations and accounting practices.</p> <p>Knowledge of governance and accountability requirements for smaller authorities.</p> <p>Understanding of the statutory public rights of inspection and the requirements of the Accounts and Audit Regulations.</p> <p>Understanding of internal controls and risk management.</p> <p>Understanding of procurement best practice and financial controls.</p>	<p>Familiarity with local government legislation and procedures.</p> <p>Knowledge of Community Infrastructure Levy (CIL) reporting requirements.</p>

	Essential	Desirable
<b>Skills &amp; Abilities</b>	<p>High level of accuracy and attention to detail.</p> <p>Strong IT skills, including financial software and Excel.</p> <p>Ability to analyse and interpret financial data to inform decision-making.</p> <p>Excellent organisational and time management skills.</p> <p>Ability to advise councillors and senior officers on financial matters.</p> <p>Ability to identify and implement process improvements.</p> <p>Ability to apply procurement principles and support quotation and tender processes.</p> <p>Ability to prepare clear, concise committee reports and present financial information to non-financial audiences.</p>	<p>Ability to work collaboratively with colleagues across service areas to ensure integrated financial and operational asset management.</p> <p>Skilled in developing and delivering financial training or guidance to non-financial staff and/or councillors.</p>
<b>Personal Attributes</b>	<p>Professional and trustworthy.</p> <p>Able to handle highly confidential and sensitive information with absolute discretion and integrity.</p> <p>Self-motivated and able to work independently.</p> <p>Commitment to public service, ethical standards and high standards of financial stewardship.</p> <p>Collaborative and supportive team member.</p> <p>Demonstrates a clear commitment to transparency and accountability in public financial management.</p>	<p>Flexible and adaptable to change with positive attitude towards continuous improvement.</p>