



**[www.portlandtowncouncil.gov.uk](http://www.portlandtowncouncil.gov.uk)**

**RESPONSIBLE FINANCIAL OFFICER  
(FINANCE MANAGER)**

**JOB SHARE**

**RECRUITMENT PACK**



## **Responsible Financial Officer**

**Job share**

**Vacancy**

**(Finance Manager)**

**21 Hours per week**

**(hybrid working with a minimum of one day a week in the office)**

**Salary Scale SCP: 21 - 24 (£30,825 - £33,024 per annum pro rata)**

***(pay award pending)***

**Plus Attractive Pension Scheme**

Portland Town Council is a progressive employer looking for a Responsible Financial Officer (Job share) to maintain effective and accurate financial processes and systems, working as part of a team to deliver a broad range of the Council's services.

Areas of shared responsibility include, managing the finances of the Council, such as making payments, issuing invoices, monitoring expenditure and income, the preparation of estimates, budgets, and final accounts. To prepare monthly reports detailing all Council transactions and budget positions for consideration by relevant Council meetings, to convene all Financial Committee meetings of the Council, issue notices, compose agendas and minutes for the meetings and to attend the meetings.

Would you like to know more? To obtain a recruitment pack with full details of the role and application form, please email: [office@portlandtowncouncil.gov.uk](mailto:office@portlandtowncouncil.gov.uk)

Applications must be received by 12 noon on Monday 16<sup>th</sup> June 2025

Interviews will be held on the Wk. Commencing 30<sup>th</sup> June 2025

If you would like to discuss this position, please contact the Council at [Clerk@portlandtowncouncil.gov.uk](mailto:Clerk@portlandtowncouncil.gov.uk) or 01305 821638

*Please note CVs will not be considered.*

# PORTLAND

The Isle of Portland has dramatic scenery, spectacular views and a remarkable history that is reflected in the landscape and man's influence upon it.

Portland has been occupied since prehistoric times, with remains of Mesolithic settlement still evident.

The Romans left over 300 stone coffins, and the Tudors built Portland Castle in 1540, an outstanding example of one of the sea defences commissioned by Henry VIII, and now managed by English Heritage and open to the public.

Medieval inhabitants left their mark with the strip fields system or lynchets.

More recent fortifications such as the High Angle Battery provide an insight into the protection of the Island in the 19th Century.

There are few places in the British Isles with such a unique story as Portland. Throughout its long history this small Island (or rather peninsula) off the Dorset coast has played a surprising role in the development of the nation.

Portland's renowned Natural History and Geological interests are recognised internationally. There are Visitor and Study Centres at Portland Bill and Chesil Beach, and perhaps the biggest accolade of all is the inclusion of the entire Portland Coastline as the central part Dorset's Jurassic Coast, World Heritage Site.

Recreation and tourist opportunities abound, and property here is now much sought after. It is after all a striking and unusual environment in which to live, enjoying one of the sunniest climates in the UK!



# **THE COUNCIL**

Portland Town Council has existed in several guises in the past. In the early to mid-nineteenth century, Portland Urban District Council was responsible for the sanitary health and well-being of Portlanders. In the early to mid-twentieth century, the Council had additional responsibilities for social housing. These functions were removed in the 1974 local government reorganisation however, when this administration of Portland Town Council was brought into being during the 2019 creation of the Unitary system, the Council was given increased responsibilities that has allowed the Council to better connect to and represent the community that it serves.

It is comprised of 14 councillors who represent the town across three wards. It has five standing committees, and currently several working groups. Portland Town Councillors are supported by officers based at the Portland Community Venue (PCV).

The primary source of income for the Town Council comes from the Precept, which is a local tax collected by the County Council on behalf of the Town Council. Other sources of income includes PCV room hire and leases, Bereavement, allotments, rents and licences. This money is required to run the Council and pay to maintain and improve the facilities, activities and services that the Town Council provides for the Town's residents.

## **TOWN COUNCIL AREAS OF RESPONSIBILITIES & SERVICES**

Portland Community Venue	Gardens (Victoria and Easton)
Play areas (Victoria Gardens, Easton Gardens, Sweet Hill, Reap Lane, The Gove, Westcliff & Church lane)	Car Parks (Lord Clyde, Hambro, Fortuneswell, Easton and Church Ope)
West Weares & Weston MUGAs	Grove, Sweethill and Weston (Royal Manor) playing fields and recreational areas
Portland Cemetery & Strangers Cemetery	Public Toilets (Easton, Portland Bill, Yeates' Road and Fortuneswell)
Grove Allotments & Community Gardens	Portland Skatepark
Portland Cenotaph and Olympic Rings monument	Community Grants

# **THE TEAM**

## **TOWN COUNCILLORS**

Councillor Shelia Miles  
Mayor of Portland  
Tophill East Ward

Councillor Sue Cocking  
Council Chair  
Tophill West Ward

Councillor Charlie Flack  
Deputy Mayor/Vice Chair  
Tophill West Ward

Councillor Cathy Atkins  
Tophill West Ward

Councillor Carralyn Parkes  
Underhill Ward

Councillor Andy Carr  
Tophill West Ward

Councillor Kia Pope  
Tophill East Ward

Councillor Jim Draper  
Tophill West Ward

Councillor Pete Roper  
Tophill East Ward

Councillor Rob Hughes  
Underhill Ward

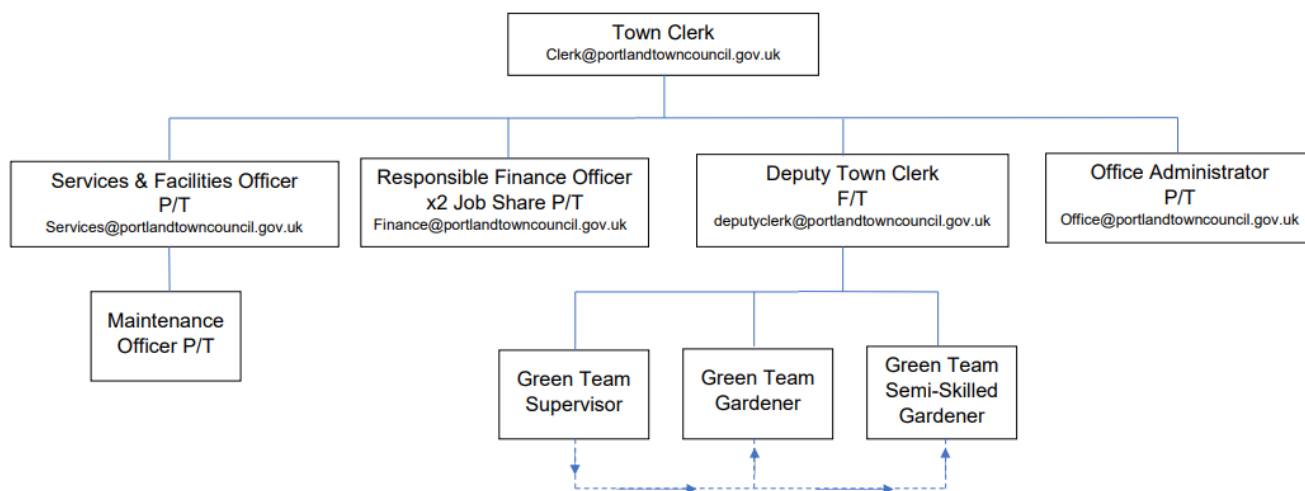
Councillor Sandy West  
Underhill Ward

Councillor Paul Kimber  
Tophill East Ward

Councillor Tim Woodcock  
Tophill East Ward

1 x Councillor vacancy

### Organisational Chart



P/T = Part Time

----- = Operational Supervision

## **BUDGET 2025/2026**

Budget Heading	Expenditure	Income
Allotments	£1,600	£1,780
Bereavement Services	£9,210	£22,000
Car Parks	£12,070	£1,550
Civic	£3,300	
Community Funds	£39,500	
Elections	£2,000	
Events	£8,000	£1,000
Green Spaces	£43,745	
Insurance	£9,670	
IT & Comms	£17,220	
Other Assets	£9,410	
Planning, Highways & Licensing	£1,000	
Play Parks	£11,385	
Portland Community Venue	£26,070	£26,070
Precept		£618,624
Office Admin	£6,700	
Professional Fees	£19,380	
Public Works Loan	£13,784	
Prudent	£10,115	
Rents Income		£9,200
Payroll	£360,500	
Toilets Contract	£47,415	
Toilets Portland Bill	£8,820	
Other Public Toilets	£8,810	
Training	£5,520	
Waste Management	£5,000	
<b>Total</b>	<b>£680,224</b>	<b>£680,224</b>

## Job Description – Job Share

<b>Job Title / Post:</b>	Responsible Financial Officer (RFO) – Job Share
<b>Hours of Work:</b>	21 Hours Per week
<b>Grade / Salary:</b>	SCP 21 TO 24 ((£30,825 - £33,024 per annum pro rata) ( <i>pay award pending</i> )
<b>Reporting to:</b>	Town Clerk
<b>Responsible for or supervises</b>	N/A

<b>Overview:</b>
This role encompasses the management of the Councils finances under the direction of the Town Clerk.

Job Purpose:	
1.	To manage the Town 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 Town Council complies with the Financial Regulations as approved by Council.
2.	To act as the Town Council’s “Responsible Financial Officer” in accordance with legislation and best practice.

Key Responsibilities:	
1.	To act as the Responsible Financial Officer (RFO) and fully manage the finances of the Council including making payments, issuing invoices, monitoring expenditure and
2.	To ensure that all necessary records for internal and external audit purposes and VAT are prepared, that formal submissions are completed accurately and on time, and that the Council complies in full with its statutory requirements in relation to the annual audit, including addressing all matters raised by internal and external auditors.
3.	To prepare monthly reports and returns to fulfil all elements of the Council's payroll function.
4.	To receive and report on invoices for goods and services paid for by the Council (including the Portland Community Venue).
5.	To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and other public liabilities.
6.	To be responsible, either directly or indirectly for the security and maintenance to an agreed standard of all property owned or tenanted by the Council.

7.	To convene all the Financial Committee meetings of the Council. To attend and issue notices, agenda and minutes for the meetings.
8.	To order goods, supplies and contracts to effectively manage goods and supplies for the Council in the running of its daily operations.
9.	To manage all competitive tendering processes associated with the daily operation of the Council.
10.	To ensure that statutory and other provisions governing or affecting the financial obligations of the Council are observed and that all financial transactions are legal.

<b>General</b>	
1.	To attend such meetings, or training courses as appropriate and as may reasonably be required by the Council.
2.	To support the Council's commitment to equality of opportunity at all times.
3.	You may, be required to work evenings, occasional weekends, and bank holiday according to the needs of the Council.
4.	To undertake such other responsibilities and functions as may be required from time to time by the Council and that are commensurate with the duties and responsibilities of the post.

<b>Other Information</b>	
1.	<b>External and Internal Contacts</b> Councillors, customers, contractors, suppliers, members of staff and partner agencies. Face to face, telephone, written and electronic communication.
2.	<b>Working Environment</b> Mainly office based but some home working will be considered. The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.
3.	<b>Health and Safety at Work</b> The Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.
4.	<b>Data Protection Act 2018</b> All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.
5.	<b>Council Policies</b> The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
6.	<b>Performance Management</b> You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.



## RESPONSIBLE FINANCIAL OFFICER

### PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>A good standard of general education or minimum of 3 years within a similar comparable role.</p> <p>Commitment to further professional development where required.</p>	Relevant financial professional qualification.
Communication Skills	<p>Excellent oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies.</p> <p>Ability to communicate information to a wide range of audiences.</p>	
Knowledge and Experience	<p>Experience at a mid to senior level in an organisation with responsibility for key financial functions.</p> <p>Experience of budget setting and financial management.</p> <p>Ability to interpret financial reports.</p> <p>Experience of handling budget planning, keeping accounts and generating financial reports and returns.</p> <p>Experience of servicing meetings, including report writing, agendas, minutes, follow up actions and dealing with queries on meetings.</p> <p>Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.</p>	Previous experience in local government.
Skills	<p>An ability to work under pressure with changing priorities and timescales.</p> <p>Ability to take the initiative and devise creative solutions.</p>	
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	Experience of Scribe accounting software or an appropriate accounting package.
Other	<p>Prepared to work out of office hours in order to attend Council meetings, Council business and civic functions when necessary.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	Current driving licence and car owner.

## **Terms & Conditions – Responsible Financial Officer (Job Share)**

### Salary:

£30,825 - £33,024 p.a. pro rata dependent upon skills, experience, and qualifications.

### Payment of salary:

Paid monthly in arrears on the 30th day of each month.

### Probation period:

The post is subject to a probationary period of 6 months.

### Conditions of Service:

In accordance with the National Joint Council for Local Government Services.

### Pension:

Membership of the Dorset Local Government Pension Scheme.

### Hours:

21 hours per week. Council meetings are currently held on Wednesday Evenings. The Finance and Governance Committee also meets on a Wednesday but currently during working hours. Regular evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

### References:

The post is subject to two satisfactory references.

### Place of work:

This is a hybrid role enabling working from home with a minimum of one-day a week (subject to agreement relating to business needs and demands) at the Council offices at Portland Community Venue.

### Leave entitlement:

Your holiday entitlement is 23 days per annum (pro-rata), plus the normal bank/public holidays. Your annual leave entitlement increases, in recognition of length of service to 26 days (pro-rata) after five years continuous service. In addition to the above, you are entitled to 2 statutory leave days to be taken as determined by the Council.