

CENTRAL SWINDON NORTH PARISH COUNCIL

JOB DESCRIPTION

Head of Finance & Governance

Job Role: Head of Finance & Governance (Tier 2)

Accountable to: Parish Clerk

Accountable for: Finance Assistant, Administration Assistant, Libraries Manager.

Key Relationships: Parish Clerk, Parish Councillors, Swindon Borough Council, CSNL<, External Contractors.

Main Purpose:

To act as the Parish Council's principal adviser in all financial matters and to ensure the efficient exercise of all decisions taken by the Council.

To provide a direct link with internal & external auditors for the purposes of mid-year compliance audits and the end of year AGAR.

To provide the Council with the necessary information for making effective decisions and to implement constructively all financially based decisions of the Council.

Supported by the RFO; to be responsible for the effective management of the Parish Council's finances including investments.

Main Responsibilities:

Working with the Parish Clerk:

1 To contribute to the formulation, development, revision, monitoring and review of the Council's financial policies and objectives

2 To draw up either personally by initiative; or as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action around financial matters.

3. Ensure the proper control of all the Council's financial dealings including necessary records (whether legally required or not).

4. Ensure the application of budgetary control of all the Council's expenditure and income.

5. To carry out the preparation of budgets of expenditure and revenue for consideration by the Parish Clerk and Council

6. Ensure the investment and security of the Council's finances to the best reasonable advantage
7. Ensure the proper care and security of all cash and the moneys of the Council in collection and banking.
8. Ensure submission of all necessary records and documents to the Council's appointed Auditor and secure the Auditors final approval.
9. To be responsible for the regular and accurate entry of accounts into the SAGE/RBS system including input, reconciliation and the production of reports.
10. To provide regular budget information and updates to the Parish Clerk.
11. To supervise the payroll process for all members of staff including pensions, NI, produce reports and record and store information accurately and confidentially
12. To ensure the timely preparation and delivery of all financial reports for the Parish Clerk, Chair of Council and Chairs of Finance & Staffing to fit in with the agreed Council schedule of meetings
13. Execute promptly all decisions and resolutions recorded in formal Council or its designated committee(s).
14. To receive and deal with all relevant correspondence as agreed with the Parish Clerk.
15. To support the corporate project team with planning & innovation of medium to large scale projects.
16. To Clerk the Finance & General Purposes monthly meetings.

Person Specification Head of Finance & Governance

Qualifications –

Essential: ACCA Minimum

Desirable: ACA and/or a Relevant Degree.

Essential	Desirable
ACCA Qualified or equivalent .	ACA or relevant Degree.
Experience in multi-budget preparation and control and preparation / monitoring of budgets.	Experience in multi-budget preparation and control and preparation / monitoring of budgets specific to Local Government.
The ability to guide the Council through a comprehensive assessment of its financial risks and to monitor such risks.	Experience in the financial delivery of large Capital projects.
High level of numerical competency for carrying out valuations, reviewing lease rentals, schedules of works etc and present these to Council.	Possess a working knowledge of local government law, procedures, functions and structures.
Ability to prepare reports & information clearly and concisely.	Be experienced in the application of best value principles and actions; experience in Local Government tendering & procurement.
<p>Knowledge and experience of financial IT systems and use these to provide effective and efficient administrative and financial advice to Council.</p> <p>Experience of SAGE/RBS accounting software.</p>	
Ability to be able to understand, interpret and communicate technical issues; share these interpretations with a wide range of stakeholders as outlined in the Job Description.	
Plan and work efficiently under pressure, along with the ability to manage simultaneous projects and to co-ordinate a safe and efficient working environment.	Have experience dealing confidently and sympathetically with Councillors, members of the public, other staff.

Location

Office based with opportunity for remote working when required.

The main place of work will be the Pinetrees Community Centre, The Circle, SWINDON SN2 1QR as well as across the Parish area. You will be required from time to time to travel around Swindon and across the UK.

A vehicle and/or GPC is provided for any approved travel/expenses.

Working hours

Full Time. The hours are 37 per week.

The hours of work are those necessary to fulfil the requirements of the position. This may involve working unsocial hours during weekday evenings.

Contract Term

Permanent.

Remuneration package:

Salary: LC2 SCP33-SCP(37) £37,568-£41,591 per annum.

Standby Payments: £63.31 per 24 Hours

Holidays: 36 days inclusive of 8 Bank Holidays. Increasing to 41 days inclusive of 8 Bank Holidays after 5 years continuous local government service.

Pension: Eligible to join the Wiltshire Pension Scheme immediately.

Notice period: Three months.

Vehicle: Access to Salary Sacrifice Scheme.

Safeguarding: This position is subject to an Enhanced DBS check.

Informal Information: If you would like an informal discussion about the role please contact Andy Reeves, Clerk on 07737 370199 during office hours.

Applications: Completed application forms should be sent to clerk@centralswindonnorth-pc.gov.uk by the specified deadline date.

Deadline for applications: 20th May 2022

Interviews are scheduled to take place on 30th May 2022

Central Swindon North Parish Council Job Application Guidance Notes

The information you share with us in your application is all that will be used to determine whether or not you should be interviewed for the post. CV's alone cannot be accepted.

It is vitally important that your application form contains all the information that is necessary to secure an interview.

The following may be of assistance to you:

Read through the Job Description and the Person Specification.

The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both of these documents in order to maximise your chance of being called for interview.

Completing the Application Form

- Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on your email.
- If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying.
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid.
- Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.
- Please tell us the earliest date when you could commence employment with the council.

We look forward to hearing from you!