

## **JOB ADVERTISEMENT**

### **Finance and Corporate Services Manager**

#### **Newbury Town Council**

SCP 37-41 (£43,516 - £47,573 per annum) Plus – Local Government Pension Scheme, Public Sector holiday allowances and Relocation Package.

Newbury Town Council needs a driven, motivated and high performing individual to take on the role of Finance and Corporate Services Manager to drive the delivery of the Council's financial objectives, oversee proper financial management and deliver the corporate services required to ensure the organisation operates effectively and smoothly.

Newbury, with a population of around 35,000 and a budget of £2m for 2022/23, is a town with exceptional facilities including: Victoria Park, The Town Hall, two cemeteries, allotments, markets, numerous play areas, and several other parks and open spaces.

Applicants need to be able to demonstrate they have the necessary financial qualifications and awareness, the ability to set and manage a budget, prepare financial information and the management skills necessary to fulfil the role.

Experience and ability to manage and deliver business support services are essential in this role. We also need a manager with experience of line management of staff and proven teamworking and people development skills. Strong communication skills with the ability to maintain good relations with the public and key external bodies are required. The successful applicant should demonstrate a willingness to identify and pursue ongoing personal development opportunities.

Attendance at evening meetings and weekend events may be required, for which overtime will be paid. The Council is also willing to explore flexible/ hybrid working arrangements.

Newbury is a very attractive town in which to live and work and you can help us deliver our strategic objective- to make Newbury a town we can all be proud of.

Newbury Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate. The Recruitment Pack and an application form are available on the Council's website: [www.newbury.gov.uk](http://www.newbury.gov.uk), or by emailing [ceo@newbury.gov.uk](mailto:ceo@newbury.gov.uk).

For further information or an informal discussion, please feel free to call Hugh Peacocke, Chief Executive Officer on 07399 1172524.

Closing date for receipt of completed applications is Sunday 19 February 2023

It is hoped that the new Finance and Corporate Services Manager will commence their role on Monday 3rd April 2023

## THE ROLES OF THE FINANCE AND CORPORATE SERVICES MANAGER

### A. Responsible Financial Officer to the Council (RFO)

#### ***Why become an RFO?***

Becoming an RFO to a Parish or Town Council is one of the most rewarding jobs in a local community - competent financial management underpins a good Council.

The role of the RFO is to ensure that the Council conducts its financial business properly and to provide independent, objective and professional advice and support. Being an RFO puts you in the centre of things.

Parish and Town Councils are part of Local Government in West Berkshire and we work closely with the District Council.

Parish and Town Councils are the only local government tier that represents residents at Parish and Town level and we are the part of government closest to the people.

Parish and Town Councils can “precept” – raising a local tax each year, paid as part of Council Tax, to improve facilities and services for local people.

In Newbury, The Town Hall and Victoria Park are the Council’s best-known assets, but we also own and maintain a range of playgrounds and open spaces, including those at The City Recreation Ground and Wash Common. Our powers and duties cover many things that people may take for granted where they live and include the provision and maintenance of allotments, burial grounds, markets, some street lighting, litter bins, public toilets and bus shelters.

Parish Councils are consulted on, and can comment on, planning applications. Similarly, we advise the District Council on a range of consultations and on the views of residents.

As well as the District Council, we work closely with other partners and organisations, such as the Newbury Business Improvement District (the BID), Thames Valley Police, community and voluntary organisations, schools and neighbouring parishes.

#### ***What does the RFO to the Council do?***

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as:

- To ensure that the Council conducts its financial business lawfully;
- To administer all the Council's financial paperwork;
- To ensure that the Finance meeting papers are properly prepared;
- To ensure that the Council has the financial information needed for proper decision-making and the management of its affairs
- To ensure that they Council has adequate resources for the delivery of its services, including payments to staff and suppliers.

## **B. Corporate Services Manager**

The Council's Corporate Services team provides the support services necessary for the rest of the Council to deliver its services. This includes IT, telecommunications, office and stationery requirements. The team also supports the Committee structure and decision-making processes of the Council to ensure that they run efficiently, consistently and properly.

Fundamentally this job is no different for large or small Councils. What is different however is the amount of time needed to deal with the volume of business.

Most Council meetings are held in the evening, so you will need to be able to work occasional evenings (6 per annum, approx.) and possibly weekends (2 per annum).

### ***Skills and attributes needed***

A good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people. The skills to lead, develop and manage a small team are essential.

The key attributes required are detailed in the person specification included in the Pack, but underlying these qualities is a sense of public duty - of wanting to help others in the community.

The key duties and responsibilities of the post are in the job description included in this pack.

## **THE RECRUITMENT PROCESS**

### ***Selection Process***

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form;
- Assessment against the person specification, and
- Selection interviews, with a panel of interviewers consisting of Councillors and the CEO of Newbury Town Council.

**You should complete the enclosed Application Form in full and not disregard any section.**

CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do.

If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

### ***Canvassing***

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

### ***Equal Opportunities***

The Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010.

We will appoint purely on merit and suitability for the post on offer.

### ***Further Information***

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Further information about the Council can be found at [www.newbury.gov.uk](http://www.newbury.gov.uk)

## NEWBURY TOWN COUNCIL.

### JOB DESCRIPTION

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<b>POST TITLE:</b>	Finance and Corporate Services Manager
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	Corporate Services Team Staff (3 Corporate Services Officers)
<b>SALARY GRADE:</b>	SCP 37-41 (£43,516 - £47,573 per annum)
<b>DATE Reviewed:</b>	<b>Dec 2022</b>

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#### **Job Summary**

The post-holder will be accountable to the Chief Executive Officer (CEO) and will support the CEO to ensure the smooth running of the Corporate Governance, Corporate Services and Financial Administration of the Council.

The post-holder may be required to deputise in the absence of the CEO in matters relating to the overall administration of the Council's affairs and will undertake a senior management role in accordance with the instructions of the CEO and the Council.

#### **Responsible Financial Officer**

##### **Duties and Responsibilities:**

- To manage the Council's accounting records and accounting control systems and comply with the Accounts and Audit Regulations.
- To assist the Council to secure economy, efficiency and effectiveness in the use of its resources, including supplier contract reviews and negotiations.
- To produce financial management information as required by the council.
- To deliver the Council's payroll and pension requirements
- To manage all payments to suppliers and contractors engaged by the council.
- Liaising with the Internal Auditor and ensure that all recommendations are carried out

##### **Financial Regulations**

Keeping the Financial Regulations updated in accordance with legislation

##### **Insurance**

Keeping the Town Council's insurance policy up to date and liaising with brokers in the event of claims

##### **Assets**

Maintaining an up-to-date asset register

##### **VAT**

Ensuring quarterly VAT returns are completed in time and dealing with VAT enquiries

## **Council Meetings**

Attending full Council meetings as required

Acting as the Lead Officer for the Council's Policy and Resources Committee, the Audit Working Group and the Grants Subcommittee

## **Budget**

Preparing the annual budget (with input from other managers)

Preparing a four-year forecast and phased budget

## **Corporate Services Manager Job Description**

### **Duties and responsibilities:**

The Corporate Services Manager is responsible for the successful delivery of the Council's corporate support services and the day-to-day management of the Council's Corporate Services team comprising the Accounts Officer, Corporate Support Officer and Town Hall Officer.

The Corporate Services Manager should ensure the Team have all the training and equipment needed to do their jobs well, and work with them to ensure deadlines are met.

The Corporate Services Manager must:

- Appraise the Corporate Services Team staff regularly
- Hold regular team meetings
- Attend management team meetings
- Advise the CEO of any issues arising from the Corporate Services Team

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(For information, the Corporate Services Team is responsible for:

- All financial transactions of the Town Council
- Payroll and HR administration
- Managing contracts for utilities and other services (excluding the Council's Grounds Maintenance contract)
- Committee support, including meetings administration
- Publishing notices, agendas and minutes on the website and noticeboard
- Providing the Council's front desk/ reception services
- Mail services
- Town Hall Suite lettings, Chamber bookings and weddings
- Updating noticeboards and notices in bus shelters
- Social media
- The Town Council website
- Graphic design for posters, reports etc.
- Maintaining the Town Council's IT and telephone systems
- Office equipment and stationery
- Visitor Information
- Key Performance Indicators
- Promoting staff training and maintaining records of training
- Data Protection and Information Governance)

# Newbury Town Council.

## Person Specification for the post of Finance and Corporate Services Manager

Assessment of whether criteria are met will be from the submitted application form, followed by interview / test where appropriate.  
In respect of qualifications original certification will be required.

	<b>Essential Qualifications / Skills &amp; Attributes</b>	✓	<b>Desirable Qualifications / Skills &amp; Attributes</b>	✓
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to CIPFA, ACCA/ACA or AAT standard or equivalent</li> <li>• Evidence of a commitment to continuing professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent.</li> <li>• CILCA or willingness to work towards it</li> <li>• Appropriate management, administration or professional qualification.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Managing and administering accounting functions on a day to day basis.</li> <li>• Using computerised accounting systems.</li> <li>• Budget setting, management and monitoring.</li> <li>• Managing general administration and customer service.</li> <li>• Line management of a small team, including motivation and development of staff and performance management</li> </ul>		<ul style="list-style-type: none"> <li>• Previous local government experience</li> <li>• Experience of preparing funding bids and administering grant funding.</li> <li>• Experience of working with a variety of community groups and/ charities</li> <li>• Practical experience of servicing committees, report writing and writing minutes of meetings.</li> </ul>	
<b>Skills, knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• Team Management and leadership</li> <li>• Excellent ICT skills, including Word, Outlook, Excel.</li> <li>• Report writing- presenting clear, concise written reports.</li> <li>• Interpret and implement financial regulations</li> <li>• Good communication skills – in person, verbally and in writing</li> <li>• Tact and discretion required for dealing with matters of a personal &amp; confidential nature</li> <li>• Write and update policies to meet all legal requirements in respect of audit, insurance and risk management.</li> <li>• Self-motivation and ability to manage own workload.</li> <li>• Establish and maintain good working relationships with Councillors, colleagues, stakeholders and members of the public.</li> <li>• Problem solving</li> <li>• Providing input into our strategic vision</li> </ul>		<ul style="list-style-type: none"> <li>• Knowledge of local council administration, including the decision-making process and the powers available to town and parish councils.</li> <li>• Working knowledge of local government finance and the Accounts and Audit Regulations.</li> <li>• Ability to deal with difficult, sensitive or challenging situations</li> <li>• Knowledge of employment law and HR issues.</li> <li>• Experience of innovation/ improvement in operational/ service management.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend evening meetings of Council as required (about 1 per month).</li> <li>• Ability to work on your own initiative and also as part of a team</li> </ul>			

## **What do they do?**

They ensure the smooth running of our 'back office' functions – preparing and monitoring budgets and long-term forecasts, financial reporting, statutory and regulatory returns, working with our auditors and banks, paying and issuing invoices, posting rents and factoring income and so on. In addition, this team deals with data protection, HR & Payroll administration, managing office contracts, IT administration and website maintenance and other activities associated with the smooth running of the organisation. They ensure that the highest standards of professional and ethical management of finance and business functions are upheld at all times.