



Bury St Edmunds Town Council

## JOB DESCRIPTION

<b>POST:</b>	Responsible Finance Officer (RFO)/Assistant Town Clerk
<b>REPORTING TO:</b>	Town Clerk
<b>RESPONSIBLE FOR:</b>	Providing financial and administrative support to the Town Clerk, as Responsible Finance Officer (RFO) and Assistant Town Clerk.
<b>WORKING HOURS:</b>	20 hours per week
<b>GRADE: SCP 24 - 28:</b>	Salary £18.35 per hour (£35,412 per annum, pro-rata)

## OVERALL RESPONSIBILITIES

- Provide financial and administrative support to the Town Clerk, as Responsible Financial Officer (RFO) and Assistant Town Clerk.
- To act as the Town Council RFO, as per Standing Orders.
- To be responsible for all financial records of the Council and administration of its finance; and to manage and supervise the financial software package. Ideally but not essential would be the knowledge of the Rialtas 'Omega' finance software.
- To work with the Town Clerk to set the budget.

## RFO SPECIFIC RESPONSIBILITIES

- To ensure that the financial provisions governing or affecting the running of the Council are observed.
- To monitor, record and balance the Council's accounts, prepare records and appropriate documentation for audit and HM Revenue and Customs, and to monitor the work of others tasked with the preparation of financial data.
- To assist the Clerk in monitoring Risk Assessments and insurance.
- To receive invoices for goods and services to be paid and to ensure payments are made. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To undertake all the necessary activities relating to the payment and management of the salaries, pensions and National Insurance of Council staff.
- To prepare all financial reports for the Council and committees on financial matters.

- To provide the day-to-day financial administrative support of the Council allotments, including preparation and despatch of invoices.
- To be responsible for the management of the Council petty cash account.

#### **ASSISTANT TOWN CLERK RESPONSIBILITIES**

- To attend and produce draft minutes of all meetings of the Council, its committees and sub-committees under the supervision of the Town Clerk.
- To oversee the smooth day-to-day running of office systems.
- To undertake some office reception and meeting functions.
- To assist in the production and dissemination of information required by Council for making of effective decisions and to implement those decision.
- To assist in the preparation of documentation and correspondence resulting from meetings of the council, its committees and sub-committees.
- To update and maintain with the Town Clerk, the Council Asset Register.
- To assist in the compilation and production of the Council policies to assist the Town Clerk in monitoring of policies and procedures.
- To deputise for the Town Clerk in the Clerk's absence and to supervise the other members of staff, if required.
- In the absence of the Town Clerk, as instructed, to issue notices and prepare agendas and produce minutes for all meetings: to attend meetings and to implement the decisions made at those meetings.

#### **GENERAL**

- To undertake any training identified as part of the role.
- Any duties which may from time-to-time arise, as directed by the Council or the Town Clerk, which may include evening or weekend working.
- The Responsible Finance Office/Assistant Town Clerk is line managed by the Town Clerk, or if the Clerk is absent, by a member of the Staffing and Employment Committee.

**For an application form, please email [towncouncilmail@burystedmunds-tc.gov.uk](mailto:towncouncilmail@burystedmunds-tc.gov.uk) or call 01284 725111**

**The closing date for applications is 5pm on Monday 29 September 2025.**