

IRTHLINGBOROUGH TOWN COUNCIL



Job Title

Responsible Financial Officer

Hours

30 per week, normally worked across 4/5 days, flexible hours can be arranged by agreement. Attendance at occasional evening meetings is required, with time off in lieu provided.

Salary

SCP 24 – 29 depending on experience.

Full-time equivalent £35,412 - £39,862.

Actual salary for 30 hours/week £28,712 - £32,320 depending on experience (pay award pending).

Benefits

- Leave entitlement: 23 days plus bank holidays (pro rata), increasing to 26 days after five years service.
- Flexible working hours.
- Regular support and professional supervision.
- Training and development with a commitment to personal and professional career development.
- Financial Certificate in Local Council Administration (FiLCA) (funded by the Council).
- Local Government Pension Scheme (LGPS).
- Being part of a small, friendly and committed team.

Location

Town Council Offices, Station Road, Irthlingborough, NN9 5SN.

Role Overview

Irthlingborough Town Council is seeking a highly motivated, professional and experienced individual to undertake the role of Responsible Financial Officer for Irthlingborough Town Council.

This is a key role within the Council, responsible for the day-to-day financial administration of the Council, along with supporting Governance and Audit processes. This role includes supporting the Town Clerk as required, to ensure the smooth running of the office and Town Council business.

The successful candidate will:

- Manage the Council's financial systems and budgets.
- Produce an annual budget for consideration by the Town Clerk and Council members.
- Produce monthly income and expenditure reports.
- Deal with the banking arrangements, making online payments and keeping signatories up to date.
- Prepare the internal and external audit paperwork.
- Prepare financial reports and support for monthly Council meetings.
- Arrange payment of staff salaries.
- Update the Financial Regulations as required.
- Apply for funding and assist with project management of Council projects.

This is an excellent opportunity for an individual with good financial and organisational skills who wishes to work as part of a small, friendly and supportive team at the heart of local community service delivery.

Ideally, candidates will possess a suitable financial qualification and have relevant experience of financial management and governance. Previous knowledge of local Council finances would be desirable but is not essential

for candidates who demonstrate the ability to work as part of a team and who are willing to undertake relevant training as may be required to support their personal and professional development within the role.

If you are interested in this role and would like to have an informal chat about any aspect of the role, please contact Angie Daly, Town Clerk at the Council Offices on (01933) 650866. Visits to the Council Offices are both encouraged and welcomed prior to interview. A recruitment pack and application form is available on the Town Council website www.irthlingborough-tc.gov.uk or by emailing Angie Daly at clerk@irthlingborough-tc.gov.uk.

Closing date for applications will be Friday 5th June at 12:00 noon.

It is anticipated that interviews will be held on Monday 15th June 2026.

Responsible Finance Officer

Job Summary:

Irthlingborough Town Council is seeking to recruit an enthusiastic and committed individual to join a small, friendly and supportive team.

As Responsible Finance Office you will:

- Provide day-to-day management of Council finances, adhering to the statements of recommended practice and accounting codes of practice, whilst ensuring legal compliance.
- Be responsible for ensuring that the Town Council complies with the Financial Regulations.
- Act as the Town Council's Responsible Finance Officer described in the Accounts and Audit Regulations 2003.

Additionally, you will work as part of a small, friendly and supportive team, in supporting the Town Clerk with the overall administration of the Council.

1. Duties and Responsibilities

- **Year-end processes:** To prepare the Town Councils Annual Governance and Accountability Return (AGAR) in accordance with applicable legislation and guidelines and ensuring the AGAR and supporting documents are available to the Town Council's Internal and External Auditors, providing relevant working papers and explanations as the Auditor's may require when carrying out the annual audit.
- **Management Accounts:** To prepare monthly management accounts for presentation to the Town Council, together with explanations of major variances and potential risks to future spending based upon regular financial forecasting. To complete monthly bank reconciliations of the accounts in accordance with the Town Council's Financial Regulations.
- **Budget Setting:** To prepare revenue and capital estimates for the Town Council and to make recommendations to the Town Council for the budget and precept requirement for the following year. To prepare forecasts to support the development of a three-year rolling budget plan.
- **Internal Control:** To review and monitor the Town Council's systems and ensure that proper checks and controls are in place. To prepare the annual Statement of Internal Control and to seek the Town Council's approval of such statement each year. To liaise with the Town Council's internal auditor and provide access to working papers, explanations, and information to allow the internal auditor to carry out their requirements.
- **Risk Management:** To implement a system of risk management covering all aspects of the Town Council's activities. To carry out an annual review of the Town Council's risk management strategy.
- **Other strategies:** To participate in the preparation of other strategic reviews e.g., investment strategy, reserves strategy, etc., and to make recommendations.

- **Pensions:** To monitor the Local Government Pension Scheme and Stakeholder pension arrangements. To attend occasional seminars and training courses as required to keep knowledge up to date. To complete and submit annual pension returns within the required deadlines.
- **VAT:** To complete periodic VAT returns on behalf of the Town Council and to ensure receipt of any refund amounts claimed.
- **Payroll:** To be up to date with payroll legislation and prepare monthly payroll and associated pension and HMRC payments.
- **Utilities and Services:** To regularly carry out reviews of the provision of service, ensuring the most cost-effective suppliers are in place to comply with the Town Council's best value principles.
- **Meetings:** To attend occasional evening meetings in order to provide financial advice at such meetings.
- **Asset Register:** To ensure that the Town Council's Asset Register is maintained in a suitable manner to meet the Internal and External Auditors' requirements.
- **Leases and Licence's:** To ensure that a record of all the Town Council's leases and licence's is maintained in a suitable manner and is reviewed at appropriate times.
- **Insurance:** To ensure the Town Council maintains adequate insurance for all aspects of its business and to obtain renewal quotations for presentation to the Town Council for approval.
- **Grants:** To prepare and submit grant applications as may be required by the Town Council.
- **General:** To assist as a key member of the Town Council's team with its overall performance management. To undertake such other relevant duties as may from time to time be required by the Clerk.
- **Other:** To be aware of and compliant with, all Town Council Policies and Procedures including the Health and Safety Policy and General Data Protection Regulations (GDPR) and Data Protection policies.

2. Training

The postholder will be expected to undertake the following training, which will be provided by Irthlingborough Town Council:

- Training on Council Policies and Procedures.
- To undertake the Financial Certificate in Local Council Administration (FiLCA) (if not already obtained).
- Any other training as appropriate to the role.

3. Person Specification

Key Criteria	Essential Criteria	Desirable Criteria
<p>Education. Qualifications and training</p>	<p>A high standard of education</p> <p>Maths and English GCSE's or equivalent</p> <p>Holding, or commitment to obtaining, the Financial Certificate in Local Council Administration (FiLCA) within 12 months of appointment</p>	<p>Recognised financial/accountancy qualification</p>
<p>Competences (Knowledge, abilities, skills and experience)</p>	<p>Proven experience in financial management</p> <p>Highly organised and methodical</p> <p>Ability to provide information concisely and effectively both orally and in writing</p> <p>Experience in analysing and communicating complex information to produce clear and accurate reports</p> <p>Ability to prioritise competing demands effectively, ensuring deadlines are met</p> <p>Strong IT skills, including MS Office, MS Teams or a similar virtual working environment</p> <p>Ability to research and identify relevant information and act on it as required</p>	<p>Experience of payroll and corresponding actions in relation to pension provision and HMRC reporting</p> <p>Experience of working in a financial capacity with the Local Government Sector</p> <p>Knowledge of tracking the financial aspects of a project</p> <p>Experience with successful grant application awards</p> <p>Experience in asset management</p>
<p>Personal attributes</p>	<p>Ability to work effectively alone with minimal supervision and as part of a small team</p> <p>Ability to work as part of a team and to effectively communicate and collaborate with all team members</p> <p>Working with the public and a good level of customer care and confident in abilities to build key relationships.</p> <p>A flexible approach to work and working hours</p> <p>Self-motivated and a positive attitude</p>	
<p>Other requirements</p>	<p>A high degree of personal integrity, tact and sensitivity</p> <p>Willingness to attend occasional evening meetings when required</p>	

	Commitment to undertake training and continued personal and professional development Ability to travel to work and meeting locations as required	
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4. Additional Information

- The post is for 30 hours per week. Attendance at occasional evening meetings (approximately 2 each month from 7pm to 9pm) is also required. Time off time in lieu is provided.
- The post holder will be offered the Local Government Pension Scheme (LGPS).
- Salary on the Local Government Pay Scale LC, SCP 24-29, Actual Part Time Salary £28,712 - £32,320 (pay award pending), depending on experience. (FTE £35,412 - £39,862).
- Main work location: Town Council Offices, Station Road, Irthlingborough. NN9 5SN.