



Thatcham Town Council Job Description

JOB TITLE	Finance Manager & Responsible Financial Officer (RFO) Pay Scale SCP 29 – 32 pro-rata Part-time - 25 hours per week
RESPONSIBLE TO	Town Clerk
RESPONSIBLE FOR	Finance Officer (p/t)
INTRODUCTION	<p>The Finance Manager is responsible for the financial management of the Town Council and is fundamental in ensuring the Town Council's sound financial operation and compliance with the Local Audit and Accountability Act 2014 and the Transparency Act 2015, together with the Town Council's own Financial Regulations.</p>
ROLE PURPOSE AND DIMENSIONS	<p>This challenging role requires a qualified and experienced accountant, who is motivated, organised and committed to supporting the effective and efficient financial operation of Thatcham Town Council, as a key member of the Senior Management Team.</p> <p>The Finance Manager will manage all aspects of the Town Council's financial administration in accordance with current legislation and the Town Council's Financial Regulations; including, but not limited to:</p> <ul style="list-style-type: none">• budget setting, monitoring and forecasting• month-end and year-end• VAT returns• bank reconciliations• journals• internal and external audit• authorising expenditure• transparency• asset register• insurance• purchase ledger, sales ledger <p>To achieve this, the Responsible Financial Officer is supported by the Finance Officer.</p> <p>As part of the Senior Management Team, the Finance Manager is also expected to support the overall effective and efficient management of the Town Council, as required.</p> <p>The role requires occasional evening work; therefore, a flexible approach is essential.</p> <p>The Town Council is also sole managing trustee of the Turnfields Recreation Ground Charity and the Finance Manager administers this small function.</p>

KEY DUTIES

1. Financial Management

Efficiently manage and monitor the Town Council's finances and advise the Council on a financial strategy that will meet its financial and policy objectives.

Maintain arrangements for effective financial management and the preparation of accounting statements, and ensure that all the accounts conform to the requirements of the Audit and Accounts Regulations

- Develop, implement and maintain systems of internal financial control
- Prepare budgets of income and expenditure for consideration by the Council
- Apply budgetary control of all the Town Council's income and expenditure
- Deal with matters arising from invoicing of users and payment of suppliers, in liaison with relevant colleagues
- Quarterly review of aged debts and action where required to deal with late payment and nonpayment

Maintain the purchase ledger and payments system, the sales ledger, cashbooks, undertake bank reconciliations and calculate and complete quarterly VAT returns in compliance with deadlines.

Carry out month-end and year-end reconciliation and processes.

To prepare budget reports to Council and its Committees and prepare the annual budget estimates/forecasts and recommendation of the precept for consideration by the Finance & General Purposes Committee, and thereafter the Council, having consulted all Committees and included their recommendations.

Prepare the year end accounts, annual report and supporting statements for audit and complete the Annual Return for the Town Council's External Auditor.

Make appropriate banking arrangements

- Oversee the receiving, recording and security of payments made to the Council
- Manage the Town Council's bank accounts to meet cash flow requirements and to advise the Investment Working Party and Finance & General Purposes Committee in relation to the investment of Town Council funds
- Ensure the Town Council's finances are invested to the best reasonable advantage and security, in liaison with the Investment Working Party and Finance & General Purposes Committee

Assist in maintaining a good Governance structure for the Council

- Ensure the Council's policies and procedures are carried out in relation to the financial administration of the Council
- Annual review of Financial Regulations for relevance and compliance (in particular, any updates and amendments required/necessitated by changes to statute and government regulations) for adoption by Council
- Prepare and maintain Financial Risk Management documentation, for approval by Council at least annually
- Prepare the Annual Governance Statement
- Ensure the Town Council's obligations are properly met (the proper care, security and adequate insurance of all the Council's assets)
- Maintain the asset register - carry out checks of stock on a regular basis

Ensure the Town Council complies with all relevant statutes, regulations and proper practice including the publication of such data as may be required

- Collate financial information for publication - Meet publication requirements of Transparency Code 2015
- Data Transparency

Ensure all Officers of the Town Council comply with the Council's Financial Regulations.

Record all Section 106 and Community Infrastructure Levy receipts and expenditure during the year, liaising with Managers to ensure funds are expended appropriately and within deadlines.

Prepare an annual information leaflet for Council Tax payers, detailing how the precept is to be spent.

In the absence of the Town Clerk, check and authorise payments from the Clerk's account.

Support other Officers and Managers of the Town Council

- in seeking sponsorship and grant funding to support the services of the Town Council
- to carry out financial risk assessments on projects and activities of the Council
- to ensure the Town Council achieves value for money in all its activities
- to ensure that contracts due for renewal are properly advertised in accordance with current legislation and ensure correct procurement procedures are followed for all tenders and contracts

Meet regularly with the Town Clerk and other Senior Managers to ensure good communication is maintained.

2. Committee Management and Administration

Attend meetings of the Finance & General Purposes Committee and facilitate meetings of the Investment Working Party; prepare agendas and reports prior to meetings, produce Minutes and take up matters arising from the meetings.

3. Legal Matters

Ensure all financial activities of the Town Council meet all statutory regulations etc.

Ensure all decisions taken by the Finance and General Purposes Committee, and associated Working Parties, are legal.

4. Staff

Responsible for the line management of the Finance Officer.

5. Policy

Support and assist the Town Clerk to:

- Review and make recommendations for amendment of Council policies and procedures
- Monitor implementation of adopted policies and procedures

6. Turnfields Recreation Ground Charity

Clerk to Trustees of Turnfields Charity, preparing annual accounts of the Turnfields Recreation Ground Charity and, once approved, submit to the Charity Commission.

7. Events

As part of the team, assist with Town Council Civic and Community events whenever possible.

8. General

Undertake training as required, to ensure you stay abreast of changes in legislation and procedures, and to support personal development.

Undertake any other duties that may be required from time to time, appropriate to the grade and designation of the post.

KEY CONTACTS AND RELATIONSHIPS

Thatcham Town Council Officers and Elected Members
Banking & Investment corporations
Grant funders and Sponsors

November 2025