



**Godalming**  
Town Council

Supporting Our Community

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

**APPLICATION PACK FOR THE POST OF FINANCE & CORPORATE SERVICES OFFICER**

**Contents:**

- Job Advertisement
- Job Description & Person Specification
- Organisation Chart
- Application Form (please note it is essential that all applicants fill in the application form; CV's alone will not be considered)

**Should you have any queries please contact the Town Clerk, Andy Jeffery on 01483 523575 or email [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)**

**Closing date for applications: Monday, 5 August 2024 at midday.**

**Anticipated interviews for this post will take place on Thursday, 15 August 2024 - TBC**



Supporting Our Community

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

**Finance & Corporate Services Officer (RFO – s151)  
Godalming Area  
Starting Salary £45,441 within SCP (37-41) £45,441 - £49,498**

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Are you organised and methodical yet able to adapt to unexpected and sometimes quirky circumstances? If so, you might be just the person we're looking for.

Godalming Town Council is in the top 1% of Local Councils for the size of population it serves and is a member of the National Association of Local Councils (NALC) Super Council Network. With income in excess of £1.6m and £1.3m in reserves, we are looking to recruit an experienced accountant with an interest in local government to the post of Finance & Corporate Services Officer as the Council's RFO s.151 Officer.

The post holder will be responsible for the financial administration of Godalming Town Council. Hours are 37 per week, worked mainly between 9.00am and 5.00pm, flexibility required to support evening council meetings (usually held on a Thursday evening); possible hybrid working subject to negotiation/agreement, initially 23 days annual leave plus public holiday and additional days over Christmas, Local Government Pension Scheme, 24/7 EAP scheme and Personal Professional Development will be supported.

Godalming Town Council is independent of both the borough and county councils and is responsible for delivering a range of quality-of-life services and community activities that include community centres, the Godalming Youth Service, Godalming Museum, public toilets in Godalming and Farncombe, two cemeteries, sixteen acres of allotments, Floral Godalming flower displays, Christmas Lights in Farncombe and Godalming retail centres and a range of festivals and markets held in the town, all of which help to make Godalming such a vibrant community.

**For more details about this role and an informal discussion please contact the Town Clerk, Andy Jeffery on 01483 523575 or email [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk) or download the details from the Town Council's website at [www.godalming-tc.gov.uk/job-vacancies/](http://www.godalming-tc.gov.uk/job-vacancies/)**

**Closing date: Monday, 5 August 2024 at midday.**

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## **JOB DESCRIPTION**

**Job Title:** Finance & Corporate Services Officer

**Short Job Title:** RFO

**Location:** Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ

**Reports To:** Town Clerk

**Responsible for:** Support Services Executive, Finance Assistant

**Hours of Work:** **37 hours**

Core office hours  
Monday – Thursday 9.00am – 5.00pm  
Friday 9.00am – 4.30pm

**Possible hybrid working subject to negotiation**  
(Some flexibility in hours is required)

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### **1. Principal Responsibilities**

To carry out the statutory duties as the Responsible Finance Officer (RFO) (as required by section 151 of the Local Government Act 1972) guiding and assisting the Town Council (GTC) in complying with their legal and financial obligations.

To be responsible for Godalming Town Council's (GTC) Corporate Services including committee services, accounts, budget preparation, invoices, financial administration, payroll, central bookings function, administrative support for the GTC. The Corporate Services function would also provide support on matters such as Data Protection, Freedom of Information requests, and general support services.

### **2. Principal Accountabilities**

#### **2.5 Responsible Finance Officer**

- Manage and monitor GTC finances and to advise GTC on its financial strategy and policy;
- Ensure compliance with the GTC's Financial Regulations and Standing Orders, recommending any necessary amendments to the Council, Policy & Management and Audit Committees;
- Prepare and complete the Annual Report for external audit;
- Monitor budgets and prepare regular financial reports and year end forecasts;
- Input into other meeting agendas as required and appropriate to the RFO role;

- Clerk to the Audit Committee responsible for the preparation of the agenda, attending meetings and production of the minutes; and
- Update budgets in accordance with recommendations, following approval by the Full Council.

## **2.2 Specific Finance Functions**

Note: These tasks are those for which the Finance & Corporate Services Officer is responsible. It is not expected that they will personally undertake all of these duties but that they will be carried out effectively by the Finance & Corporate Service Team under the overall supervision/management of the RFO.

- Manage and monitor the Council's financial obligations ensuring that the Council will meet its finance and policy objectives;
- Ensure that all the accounts conform with the requirements of the necessary Accounts & Audit Regulations, the Council's Financial Regulations and Standing Orders;
- Ensure that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk;
- In conjunction with the Town Clerk, prepare a detailed annual budget and precept report for submission to the Council;
- Provide timely and accurate budget forecasts to the agreed schedule and advise on variations that might impact upon the Council;
- Manage, maintain and update the Council's financial computer system and financial records;
- Ensure financial records are up-to-date and to work with the Council's internal/external auditors as necessary;
- Manage the Council's payroll, including PAYE, NI and superannuation;
- Ensure the necessary payments are made to the Local Government Pension Scheme and HRMC including the preparation of all necessary returns;
- Manage, update and maintain the statutory Value Added Tax, National Insurance and Pay As You Earn records, liaising as necessary with HMRC and other Government bodies;
- Facilitate the recovery of VAT and other such monies which may be available to the Council, e.g. grants from external bodies, or community infrastructure levies;
- Manage the sales ledger process in respect of services and other ad hoc invoices as required and to ensure all sums are received according to Financial Regulations.
- Oversee the purchase ordering and purchase ledger function;
- To prepare regular schedules of payments made for submission to the relevant council meeting and to ensure all such payments are made promptly once approved;

- Manage the cemeteries accounts ensuring computer records of grave purchase and internments and other cemetery related purchases are recorded and invoiced
- Manage, update and maintain appropriate banking arrangements and carry out regular bank reconciliations as required;
- To manage, update and maintain all bank mandates;
- Prepare the annual report and supporting accounts for audit, liaising as necessary with the appointed external and internal auditors;
- To supply information and attend upon Internal Auditor visits;
- Ensure adequate insurance arrangements are in place, liaising with the council's insurers and/or brokers to negotiate the best terms;
- To manage insurance claims made against or for the Council;
- Ensure the Council's assets are recorded and an accurate Register of Assets and Investments is kept up-to-date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets; and
- To post required financial information onto the GTC website.

### **2.3 Corporate Services**

Administrative support to GTC and its various Committees to ensure the efficient and effective operations of GTC functions. To include:

- Line Management of Support Services Executive
- Line Management of Finance Assistant
- Servicing GTC and Committee meetings;
- To post required councillor attendance records onto the GTC website;
- Maintain staff sickness and absence records; and
- Any other such duties as could reasonably be expected as directed by the Town Clerk consistent with the level and scope of the post.

### **2.4 Delegated Authority**

- To make appropriate decisions for the efficient and effective operation of the Council in the absence of the Town Clerk.

### **2.5 Supervision of Others**

- Supervising the work of other employees as their Line Manager in keeping with the policies of the Council;

### 3. General Health & Safety

While at work, all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions;
- Observe GTC policies and procedures for health and safety.
- ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by GTC activities;
- be familiar and comply with GTC policies and procedures for health and safety; and
- Represent the Finance & Corporate Services Team on the Safety Health & Environment (SHE) Committee.

### 4. Knowledge, Skills and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of the Council; and
- Attend training courses, development sessions and conferences on the work and role of the Finance & Corporate Services Officer as required by GTC.

### 5. Additional Information

- Work is largely self-generated, using own initiative or delegated by the Town Clerk;
- Post holder will be part of the GTC's management team and the role will require a corporate and strategic approach to the wider GTC business;
- Post holder will be office-based, but duties may include travel within the Borough/County or further afield. Travel allowance will be paid in accordance with the HMRC approved rates;
- There is a requirement to attend evening meetings of the GTC and also some ancillary committee meetings that take place in the evenings.

**NB.** This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

Name:

Signed \_\_\_\_\_ Date \_\_\_\_\_

## PERSON SPECIFICATION

### Responsible Finance Officer ('S. 151' Officer)

Competence area	Description	Evidence by
Qualifications	Technical financial qualification (essential)	Formal qualifications e.g. CIPFA, CIMA, ICAEW, MATT or equivalent.
General experience	Minimum of 3 years office and financial experience, to include report writing, production/presentation of financial reports and budget management, working on own initiative and/or as part of a team.	Local Government experience desirable. Experience of some management or supervision of others desirable.
Financial Management	Competent in management of a significant budget; understanding of budget control, and of financial analysis and process. Previous direct/exclusive responsibility for a budget (circa £1.5m+). Demonstrable understanding of issues of probity and sound financial management applying in the public sector.	Experience of financial software systems e.g. <i>SAGE Accounts and Payroll</i> //RBS Omega accounts system Demonstrable knowledge of payroll, VAT, pension management, and maintenance of financial records and accounts.
Skills & knowledge	Policy analysis skills and the ability to address and resolve complex issues.	Evidence of giving advice on policy issues, and of recommending strategy on difficult/complex issues
	Excellent numeric, written, and oral communication skills, with the ability to communicate effectively with others, at all levels, both internally and externally. Ability to operate and if necessary, establish office systems and procedures.	Previous experience in a post demanding application of these skills; involvement in services and/or in external relations. Demonstrated at interview.
	Understanding of Local Council structure, functions, responsibilities, and procedures. Understanding of legal responsibilities and sufficient general understanding of the law to maintain Council's compliance in the postholder's areas of responsibility.	Previous experience of working with and advising Local Council and elected members or equivalent; demonstrable understanding of the legal requirements affecting local council's finance
Personal Qualities	Approachable and responsive with staff and members of the public. Able to secure good relationships with Councillors and other stakeholders. Able to work effectively under pressure. Self-reliant, open, and honest. Practical with common sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them. Receptive to change and new ideas. Methodical and thorough approach.	Previous experience in a post demanding application of these skills; involvement in services and/or in external relations. Demonstrated at interview.
Operational	Available for scheduled evening meetings.	Acceptance at time of appointment.
Personal Development	Willingness to explore options for study towards Certificate in Local Council Administration.	Discussion at Interview.







Supporting Our Community

**CONFIDENTIAL**

**Application for the post of Finance Administrator**

**1. PERSONAL DETAILS**

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Do you require a work permit to work in the UK? YES/NO

**2. REFERENCES**

Two references are required. One must be from your current or most recent employer, and neither should be from someone related to you.

Current or most recent employer	Other
Name:	Name:
Position:	Position:
Address:	Address:
Email:	Email:
Phone No:	Phone No:

### 3. HEALTH

Do you require any reasonable adjustments for the interview and selection process? YES    NO    (please circle as appropriate)
If <b>YES</b> , please give details for any requirements i.e. level access required

### 4. CRIMINAL CONVICTIONS

Have you any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974? YES    NO    (please circle as appropriate)
If <b>YES</b> you will be required to provide further details in the event of your being successful at interview.
Godalming Town Councils Recruitment of Ex-Offenders Policy is <a href="#">published on its website</a> , hard copies can be requested by emailing <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a> or writing to the address shown at the end of this form.

### 5. EDUCATION AND TRAINING

Please start with the most recent and work backwards. Continue on a separate sheet if necessary.

From	To	School, College, University etc	FT/PT	Courses studied and qualifications obtained	Date

**6. PROFESSIONAL OR JOB QUALIFICATIONS** (Evidence will be required)

Qualifications or membership of professional or technical bodies (please indicate whether by examination or election)
Other training, including management or vocational training relevant to application.

**7. PREVIOUS EMPLOYMENT**

Start with your current job and work back. Continue on a separate sheet if necessary.

From	To	Employer	Position	Reason for leaving

## 8. EXPERIENCE, ABILITIES AND RESPONSIBILITIES

You are invited to show how you match the criteria set out in the job description and personal specification, by referring to your past or present employment or non-work experience in support of your application. **The information provided in this section is likely to be very important in deciding the short list of candidates to be interviewed** - non completion will usually result in you not being called for interview. If you require more space, attach a sheet to this form.

## DECLARATION

I declare that the information given is true and understand that the canvassing of Councillors or staff directly or indirectly will invalidate this application.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## DATA PROTECTION

The Data Protection Act 2018 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

To view our privacy policy and for further information on how the Council manages data please visit the [Godalming Town Council website](#).

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Godalming Town Council is an equal opportunities employer whose policy ensures that no job applicant or employee receives less favourable treatment (unless it is an absolute occupational disqualification) or is disadvantaged by conditions or requirement which cannot be seen to be justifiable.*

Return completed application form to Andy Jeffery, Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ or by e-mail to [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk) by **Midday on Monday 5 August 2024**