



Town Hall | 61 Newland Street | Witham | Essex | CM8 2FE
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ASSISTANT RESPONSIBLE FINANCIAL OFFICER

Salary scale SCP 13-17 (£22,021 - £23,836) pro rata 30 hours a week.

Witham Town Council is seeking to appoint an Assistant Responsible Financial Officer to join a team of 12 staff in a proactive and forward thinking Town Council. Duties will include:

- Take all financial decisions in the absence of the Town Clerk in accordance with Town Council policy and Financial Regulations in consultation with the Assistant Proper Officer.
- To occasionally attend evening Standing Committee meetings in the absence of the Town Clerk to provide advice to committee members.
- Handle and respond to general public enquiries received by the Town Council.
- Respond to all queries raised by Town Councillors.
- Act as committee clerk to various advisory committees set up from time to time by the Town Council under the guidance of the Town Clerk and manage these committees autonomously.
- Prepare agendas, reports and write minutes for advisory committees.
- Research various projects and agreements made by committee Members and action all votes held.
- To take ownership of new projects delegated by the Town Clerk and work as part of a team to deliver such projects.
- Attend weekly team meetings with other administrative staff.
- Provide office support to the Open Spaces Team by approving and ordering supplies.
- Manage the Town Council's Purchase Order System.
- Manage the Town Council's quotes and tender system.
- Complete monthly bank reconciliations and other such periodic financial reports, supported by the RFO.
- Any other duties that may be deemed necessary from time to time by the Town Clerk, commensurate with the post.

This position would suit candidates looking to begin or advance a career in Local Government, with previous experience desirable but not essential as full training is provided. You should have a reasonable level of I.T and office based skills and a basic understanding of financial matters in addition to a strong desire to build on your skills through the Council's committed programme of continued staff development. Benefits include inclusion in the Local Government Pension Scheme (LGPS), flexible working hours and additional annual leave for long service.

The closing date for applications is Friday 15th March 2019. CV's will not be accepted.

An application pack can be obtained by email via townclerk@witham.gov.uk or by phone 01376 520627. Please contact the Town Clerk, James Sheehy in this respect should you wish to apply or arrange an informal discussion about the role.