



Role Profile

Role Title:	Responsible Finance Officer (RFO) / Operations Manager
Department:	HQ
Reporting To:	Council Manager
Hours:	Flexible, minimum 16 hours per week / max 37 hours per week
Salary range:	LC2 (SCP 29 – 32) £32,910 - £35,745 pro rata (£17.10 – 18.58 per hour) (Pay rise pending)

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 14,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

This is a key role, with significant legal duties and accountabilities, sitting within the senior team of the council. With responsibility for the safe, effective and legally compliant delivery of finances, Human Resources and other operations elements, alongside managing a small team and the Community Centres, this role has a broad remit with a varied and challenging workload. Deputising in the absence of the Council Manager, this role also acts as 'Second in Command' within the organisation.

With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

Key Duties

Your key duties, are including but not limited to the following:

General

- To act as Deputy to the Council Manager, providing organisational leadership and oversight as part of the Senior Leadership Team.
- To contribute to creation of and implementation of strategy, overarching aims, long term planning and organisational ethos.
- To undertake the legal duties of the Responsible Financial Officer, in line with the relevant legislation, financial policies and best practice.

Financial Management and Oversight

- To act as the Council's Responsible Financial Officer ensuring that its legal responsibilities are met and that all policies, procedures and decisions comply with relevant legislation.
- To advise the Council on all financial matters and ensure compliance with the Councils Financial Regulations, including audits, annual returns and all other legal duties.

- To ensure the banking and accounts processing for the council on monthly, quarterly and yearly basis
- To monitor, update and approve expenditure and work within agreed budgets and committee approvals.
- Responsible for budget monitoring and oversight, including liaison with department budget holders and management of any discrepancies in line with financial policies.
- In liaison with the Council Manager, responsible for budget planning (1, 3 and 5 year plans) including ratification at Full Council and consultation with residents.
- To provide policy and advice regarding sufficient level of reserves, investments and secure and robust financial management and planning.
- To report to the Full Council and the Resources and Finance Committee showing the latest expenditure and projected expenditure on all budgets of the council and to present all payments made by the council on month-by-month basis and anything else as reasonably requested by the Committee.
- To ensure an up-to-date Risk Register and Asset Register, ensuring annual review and agreement at relevant committee.
- To advise on appropriate fees and charges for council facilities and services within the policies of the Council
- To improve income generation where possible including, but not exclusively
 - Hire of Rooms.
 - Hire of Meeting Places
 - Sponsorship

Operations Management

- To act as lead officer for the Operations and Resources and Finance Committees ensuring that agendas, minutes, and reports are prepared as appropriate and in discussion with the Committee Chair, Council Manager and Committee Clerk
- To manage and motivate Operational Team staff, ensuring they are adequately briefed and trained. Responsible for staff appraisals and 1:1 meetings, development of work streams and oversight of monitoring processes.
- The upkeep of all property and premises of the council with responsibility for all aspects of the day to day running of the Community Council offices and Meeting Places leased to or owned by the Community Council.
- To oversee the procurement of office equipment, utilities, office consumables and all sundry matters from agreed budgets.
- To liaise and negotiate with contractors, insurance companies and other service providers, contract renewals and oversee all contracts.
- To review existing contracts and agreements in accordance with value for money policy and advise committees accordingly.
- Human resource responsibility including development and implementation of policies, maintenance of personnel records, recruitment procedures, monitoring staff training and preparation of contracts.
- To record and monitor staff sickness and annual leave.
- In liaison with committees, officers and lead members, development, ratification and monitoring of policies and procedures to promote best practice and legal compliance in all areas of council delivery.



- Payroll management and processing including processing of overtime and expenses.
- To comply with all policies, procedures, programmes and projects determined by Council or Committees.
- To take reasonable care of the health and safety of yourself and others.
- Any other reasonable duties, as requested by your Line Manager.

Personal Specification

Experience

Essential

- Previous management experience (Minimum 1 year at a senior level)
- Previous financial experience (Payroll, VAT, Audits, invoices processing)
- Successful experience of delivery of projects
- Experience in working with Boards of Directors/Committees/Council

Desirable

- Knowledge of operational management
- Knowledge and understanding of issues concerning work with disadvantaged and diverse communities.
- Knowledge of HR and Health & Safety policies and procedures
- To have knowledge of Accounting Packages

Education/Qualifications

Essential

- Professional qualifications in business, administration or management
- An understanding of accounting procedures, legislation and methodology
- Proficient in Microsoft Office Programmes
- Able to demonstrate an understanding of and commitment to equal opportunities.
- Skilled communicator in both the written and oral form

Desirable

- A degree/diploma
- Knowledge/experience of specific local council software

Personal job related skills

Essential

- Highly committed, enthusiastic and self motivated
- Ability to lead and manage a small team of staff on a day to day basis
- Flexible, pro-active approach to tasks
- Able to prioritise and manage time effectively



- Flexible approach to working hours as some evening and weekend work may be necessary.
- Willingness to undertake further training to improve knowledge and skills
- Some evening work will be required