

## VACANCY

### **RESPONSIBLE FINANCE OFFICER TO THE NAVENBY PARISH COUNCIL AND TREASURER TO THE NAVENBY PLAYING FIELD ASSOCIATION**

A new post of Responsible Finance Officer (RFO) to Navenby Parish Council and Treasurer to the Navenby Playing Field Association (Reg Charity 514422) has been created. This is a permanent post, subject to a 6 month probationary period, and the start date is as soon as possible. For the first year the post will be part-time working for 20 hours per week, but these hours will be reviewed at the end of that year and if the workload warrants it will be increased. The post can be a mix of office and home-based working as long as a minimum face-to-face service for residents is provided for 5 hours per day, 3 days per week.

We are looking for someone who is literate and numerate with good IT skills, particularly Excel and Outlook, and a willingness to learn the PC's accounting software. Producing high quality, accurate work is important, as are personal qualities of integrity and discretion because the RFO is key to ensuring that all financial governance provisions relating to the Council and Charity are observed. Work includes drafting and monitoring the annual budgets, forecasting the EOY position, raising invoices, compiling VAT returns and providing clear guidance to the eleven unpaid, volunteer Councillors at monthly Parish Council and Trustee meetings (held in the evening to allow attendance by those Councillors and residents who work full time) and ensuring decisions are effectively implemented. A working knowledge of charity and council procedures is desirable but not essential. The RFO deputises for the Parish Clerk when they are absent.

The salary is set at Local Government SCP 17 (£16.08 per hour, equating to a full-time (37 hrs per week) salary of £31 022 per year).

For an informal chat with the Chairman of the Parish Council or the current RFO, Ms Susan Letham, please call 01522 811132 or email [office@navenbypc.org.uk](mailto:office@navenbypc.org.uk). A job description, person specification and application form are available from the Clerk.

**Deadline for applications 27<sup>th</sup> May 2026.**

**PERSON SPECIFICATION – RFO TO THE NPC AND TREASURER TO THE NPFA**

Competency	Essential	Desirable	How Assessed
<b>Education, Professional Qualifications and Training</b>	<p>Minimum GCSE English &amp; Maths A-C, Levels 1-5 (or equivalent).</p> <p>Three years minimum in finance, preferably in a similar role.</p> <p>Hold or obtain the FILCA (Financial Introduction to Local Council Administration) qualification within a timescale agreed with the Council, typically 12 months. If not already obtained, the Council will fund the FILCA training and support the RFO to enable studies to be completed within the designated timescale.</p>	<p>Financial and/or management qualifications.</p>	<p>CV and sight of original certificates at interview.</p>
<b>Abilities and Attitudes</b>	<p>Value the role of the PC and NPFA and take pride in supporting local democracy.</p> <p>Have experience of working in a public-facing role.</p> <p>Set and manage budgets and prepare financial statements.</p> <p>Place and manage orders and invoice for services provided.</p> <p>Demonstrate competence in bookkeeping and using a computer-based financial package.</p> <p>Demonstrate a high standard of computer literacy e.g., MS Word, Excel, PowerPoint, Outlook and website admin.</p> <p>Work without close supervision, managing time effectively and using own initiative.</p> <p>Work collaboratively, calmly and politely, with Councillors, staff, residents and external bodies, communicating effectively, both orally and in writing</p> <p>Demonstrate excellent organisational skills, prioritising work and meeting deadlines.</p> <p>Willing to attend training courses appropriate to the post.</p>	<p>Have a working knowledge of:</p> <ul style="list-style-type: none"> <li>• Local Government structure and practices.</li> <li>• Project management.</li> <li>• Health &amp; Safety and risk management.</li> <li>• Charity Commission regulations.</li> </ul>	<p>CV, interview and references.</p>
<b>Personal Circumstances</b>	<p>Willingness to work flexibly as required.</p> <p>Willingness to attend monthly evening Council meetings and occasional weekend and evening working for events.</p>	<p>Hold current driving licence, have own transport.</p>	<p>CV, interview and references.</p>

## **JOB DESCRIPTION - RFO TO THE NPC AND TREASURER TO THE NPFA**

### **Overall Responsibilities**

1. The Responsible Finance Officer (RFO) provides day-to-day financial management of the Navenby Parish Council (NPC) and the Navenby Playing Field Association (NPFA – registered charity 514422) under the direction of the Parish Clerk. They manage the PC's and the Charity's financial affairs within the legal framework for local authorities and charities respectively and ensures they comply with current legislation, statements of recommended practice and accounting codes of practice. The RFO ensures that the PC and the Charity comply with the Financial Regulations as approved from time to time by Councillors. The RFO deputises for the Clerk and provides limited cover when the Clerk is absent for holiday or sickness.

### **Specific Responsibilities**

2. The RFO's specific responsibilities are to:
- a. Prepare the PC's and the Charity's annual Financial Statements in accordance with applicable legislation and guidelines. Within applicable time constraints, make the Financial Statements available to respective auditors and provide such working papers, explanations and information as the auditors may require to carry out the annual audit.
  - b. Prepare the annual Statement of Internal Control and seek the Council's approval of such statement every year.
  - c. Prepare quarterly management accounts for presentation to the PC and the Charity Trustee to the NPFA, together with explanations of major variances.
  - d. Prepare income and expenditure estimates for the PC and the Charity to make recommendations to the PC for the amount to be precepted in the following year and present both with a cashflow document for the purposes of monitoring in-year expenditure.
  - e. Prepare financial forecasts for subsequent years on a three year rolling basis.
  - f. Review and monitor the PC's and Charity's systems and ensure that proper checks and controls are in place. Liaise with the Council's internal auditor, carry out investigations and prepare reports on an ad hoc basis.
  - g. Maintain the computerised financial records of the PC and the Charity and administer their finances within the approved budgets. Ensure day to day financial records are up to date.
  - h. Work with the Manager/Accounts Clerk of NPFA regarding the raising of invoices for room hire and event stall hire. Organise any purchases required for either NPFA or Events. Confirm with the Accounts Clerk that bank reconciliations are done monthly, and request a copy of the end of month accounts.
  - i. Work with the Parish Clerk to maintain a system of risk management covering all aspects of the PC's and the Charity's activities.
  - j. Assist the Parish Clerk in the conduct of other strategic reviews e.g. fraud and negligence, investment strategy, etc. and make recommendations.

- k. Monitor the LGPS pension and prepare the annual pension returns.
- l. Review any VAT implications for the PC and the Charity, prepare quarterly VAT returns and submit to HM Revenue, and make payments as appropriate.
- m. Review the PC's and the Charity's investment strategies periodically and make recommendations to Council.
- n. Be up to date with payroll legislation. Submit payroll data to the external payroll service provider and notify them of any changes in hours or salary. Make bacs payments as appropriate. Check annual pay award calculations.
- o. Attend appropriate monthly meetings (normally evenings) to provide financial advice.
- p. Assist the Clerk to maintain the PC's and the Charity's Asset Registers in a manner that will meet external audit requirements.