

Responsible Financial Officer (RFO) **Much Wenlock Town Council**

Part time, 25 hours per week

Do you have a passion for public service and a strong track record in managing finances?

Much Wenlock Town Council is seeking a highly motivated and experienced Responsible Financial Officer (RFO) to join our team. This is a pivotal role for the Council, and you will be responsible for ensuring the effective and accountable management of our finances.

About the Role

As the RFO, you will play a key role in the Council's financial well-being. You will be responsible for a wide range of duties, including:

- **Financial Management:** Overseeing the day-to-day financial operations of the Council, including expenditure control, budgeting, and cash flow management.
- **Financial Reporting:** Producing accurate and timely financial reports, ensuring compliance with all relevant standards and statutory requirements.
- **Financial Risk Management:** Identifying and mitigating financial risks, maintaining a strong internal control framework, and ensuring best practice.
- **Governance:** Providing financial advice and guidance to the Council and its committees, supporting informed decision-making.
- **Compliance:** Ensuring adherence to all relevant legislation and regulations governing local authority finances.
- **Internal Audit:** You will facilitate the internal audit process and ensure appropriate action is taken on any recommendations.

You are the ideal candidate if you have:

- Experience in public sector finance, ideally within a local authority environment (beneficial but not essential).
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to build relationships and provide clear financial information to a non-financial audience.
- A commitment to accuracy and detail.
- A proactive and self-motivated approach to work.
- Proficiency in financial management software.

We offer:

- A competitive salary: LC2, SCP 20-25 (£30,296 – £33,945 pro-rata), dependent on experience
- A contributory public sector pension scheme, with an employer contribution of 24%
- Flexibility on working days and times
- The opportunity to work in a supportive and collaborative environment in a historic and prestigious Council
- Study support to undertake relevant training
- Free onsite parking in Much Wenlock
- The chance to make a real difference to the local community.

To apply:

For an application pack, please visit our website, www.muchwenlock-tc.gov.uk or email townclerk@muchwenlock-tc.gov.uk

Closing date for applications: Tuesday, 7th May 2024 (midday)

Interviews: Week commencing 13th May 2024