



AYLSHAM TOWN COUNCIL

Council Office, Town Hall, Market Place, Aylsham, Norwich, Norfolk NR11 6EL

Tel: 01263 733354 | Email: townclerk@aylsham-tc.gov.uk

Website: www.aylsham-tc.gov.uk

JOB DESCRIPTION – FINANCE MANAGER & DEPUTY CLERK.

Full time (37 hours per week)

SCP 24 (currently £35,412) with annual increments to SCP 28, subject to satisfactory performance

Local Government Pension Scheme

Main Purpose of the Job:

The Finance Manager & Deputy Clerk is responsible for the financial management of Aylsham Town Council, ensuring accurate financial reporting, budgeting, payroll, VAT compliance, and grant applications. A key responsibility is identifying and securing external funding, including grant applications and Section 106 (S106) contributions, while working closely with the Town Clerk and Chair on final approvals. The council uses Scribe for its finances.

As Deputy Clerk, the postholder will support the Town Clerk in the day-to-day administration of the Council and stand in during periods of absence. The role includes assisting with council meetings, governance, statutory responsibilities, and community engagement.

The Town Clerk remains Responsible Finance Officer

Main Duties

Financial Management

1. Prepare financial reports for the Council, including budget monitoring, fund balances, income and expenditure summaries, payroll, payment approvals and outstanding invoices.
2. Assist the Town Clerk in preparing the Council's annual budget for approval

3. Processing purchase invoices and the issuing of purchase orders, where required.
4. Invoicing those who utilise the services of the Town Council.
5. Ensuring all invoices are processed in accordance with financial proper practices
6. Manage the collection of all income received by the Council.
7. Ensure prompt collection of money due to the Council.
8. Reconcile all bank accounts promptly, and present to the town clerk for sign off.
9. Manage earmarked reserves to ensure that money is correctly segregated.
10. Manage cash flow, investments, and bank transfers.
11. Obtain quotes in accordance with the Town Council's financial regulations.
12. Oversee payments made by BACS, Direct Debit, and cheque, ensuring compliance with financial regulations.
13. Assist with the administration of payroll, ensuring timely payments and accurate deductions for Income Tax, National Insurance, and pensions.
14. Complete and submit VAT returns and claims for repayment.
15. Verify and authorise supplier invoices for payment, ensuring financial accuracy and compliance.
16. Prepare annual financial statements for Council members and the public.
17. Provide support to the internal audit process
18. Assist the Town Clerk with preparing the Annual Return and submission to external auditors.
19. Maintain and update the Council's asset register.
20. Book keeping of the Queen Elizabeth II Jubilee Trust

Grant Applications, Section 106 (S106) Contributions and Community Infrastructure Levy (CIL)

1. Identify and research external grant funding opportunities to support Council projects and community initiatives.
2. Prepare and submit grant applications, ensuring compliance with funding criteria and deadlines, with final sign-off by the Clerk and/or Chair as required.
3. Liaise with funding bodies, providing necessary reports and updates on awarded grants.
4. Monitor and track the use of grant funding to ensure compliance with conditions and reporting requirements.
5. Assess potential S106 funding opportunities based on community needs and project requirements.
6. Monitor CIL income and expenditure.
7. Prepare necessary documentation and financial assessments for S106 applications, ensuring final submissions are approved by the Clerk, Chair, and/or Council as required.

Deputy Clerk Responsibilities

1. Provide administrative and governance support to the Town Clerk, in their role to ensure the Council's statutory duties are fulfilled.
2. Stand in for the Town Clerk during periods of absence, attending meetings and overseeing Council operations as required. Some of these meetings may be in the evening.
3. Manage a small team in the absence of the Town Clerk
4. Assist in preparing agendas, minutes, and reports for Council meetings, ensuring accurate record-keeping.
5. To fully Clerk certain committees. Some of these committees may require attendance at evening meetings.
6. Support compliance with local government regulations, policies, and procedures.
7. Assist with public consultations, community engagement, and responding to resident enquiries.
8. Help coordinate Council projects, and community initiatives.

General Duties

1. Respond to customer enquiries via phone, email, letter, and in person.
2. Support the Town Clerk with Council projects and financial initiatives.
3. Assisting with administering burials in Aylsham cemetery and associated queries
4. Assisting with the administering of allotment records
5. Assisting with bookings in the Town Hall and Drill Hall
6. Undertake any other duties as required to ensure the smooth running of the Council.
7. Be prepared to attend training in support of the role.

Person Specification

Essential Skills & Experience:

- Strong experience in financial management, budgeting, and reporting.
- Knowledge of finance, VAT, and payroll procedures.
- Experience in securing and managing grants and funding applications.
- Understanding of Section 106 (S106) funding and its application in local government.
- Ability to manage council finances and ensure compliance with regulations.
- Excellent administrative, organisational, and communication skills.
- Proficiency in financial software and Microsoft Office.
- Ability to work independently and proactively.
- Ability to work within a small team as well as independently

Desirable:

- AAT qualification or equivalent financial training.
- CILCA (Certificate in Local Council Administration) or willingness to work towards it.
- Experience working in a local council or public sector finance role
- An understanding of the roles of councillors and officers.
- Knowledge of Local Government Financial Regulations and procedures.
- Experience in minute-taking and agenda preparation for council meetings.
- Ability to manage a small team
- An understanding of running community assets.
- Knowledge of burial legislation and procedures
- Knowledge of data security, GDPR and Freedom of Information
- Knowledge of Scribe accounting systems (accounts, bookings, cemetery and allotments)
- Knowledge of promotion via social media
- An understanding of use of AI to benefit the council

The Town Clerk is happy to address any queries about the job role. Telephone 01263 733354 Email: townclerk@aylsham-tc.gov.uk