



Oakham Town Council

**RFO Vacancy
Application Pack
October 2026**

RECRUITMENT OF RFO (RESPONSIBLE FINANCE OFFICER)

THE ROLE

Oakham Town Council (OTC) is seeking to recruit a part-time RFO.

We are looking for a confident, proactive and forward-thinking finance professional to take responsibility for the Council's financial administration and reporting, ensuring that its financial affairs are managed effectively, accurately and transparently. Previous experience of local government finance is desirable but not essential, as appropriate training and support will be provided. Candidates need a good working knowledge of accounting, budgeting, auditing, procurement, asset management and financial reporting, together with good I.T. skills and proficiency in Microsoft Office and accounting software. A relevant finance qualification and/or demonstrable experience in a financial role is required.

The successful candidate needs to be able to manage the Council's accounts confidently and efficiently, maintain accurate financial records, monitor budgets and expenditure, support the preparation of financial reports and audits, and ensure compliance with relevant legislation, regulations and Council policies.

The role is part-time office-based. Flexibility is needed as evening meetings and the occasional weekend working is a requirement of the role.

The RFO is an integral part of the leadership team.

THE RFO

The Responsible Financial Officer (RFO) is a statutory appointment under Section 151 of the Local Government Act 1972 and is responsible for the proper administration of the Council's financial affairs.

The postholder will provide professional financial management, advice and support to the Council ensuring that public funds are managed responsibly, transparently and in accordance with legislation, Financial Regulations and recognised accounting practices.

The RFO will contribute to the effective governance and strategic management of the Council while maintaining the highest standards of financial stewardship.

ROLE SPECIFICS

Permanent part-time, office-based.

Hours: 15 hours per week including the occasional evening and weekend.

Salary: £17.17 to £18.44 p/hr SCP19-23 LC2 dependent upon experience and qualifications.

Generous local government pension scheme.

Qualifications preferred:

- FiLCA
- AAT level 4

It is expected that the successful applicant will commit to local government training if they do not already have the relevant skills and experience.

HOW TO APPLY

Applicants must be able to demonstrate significant administrative and financial experience. Knowledge of local government financial law and procedures is essential.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

CVs can accompany the application form if you wish. Please note that the post will be subject to a DBS check.

Application packs and a job application form are available at www.oakhamtowncouncil.gov.uk. The application form should be returned to Samantha Haywood, Locum Clerk/RFO, townclerk@oakhamtowncouncil.gov.uk marked private and confidential.

Deadline for applications: 31st October 2026

Oakham Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

THE PARISH

Oakham is a historic market town in the county of Rutland, in the East Midlands of England. It is the county town and is well known for its attractive historic buildings, traditional market-town character and pleasant rural surroundings. The town offers a combination of traditional charm and modern amenities, making it an appealing place for families, professionals, retirees and visitors. It benefits from good access to the surrounding countryside and is located close to Rutland Water, one of the area's major attractions.

Oakham has a varied range of shops and services, particularly around the High Street, Market Place, Mill Street and Church Street. The town centre includes independent retailers, clothing shops, gift shops, cafés, pubs, restaurants, supermarkets and everyday convenience stores. The mix of independent businesses and larger retailers helps provide for many day-to-day needs, while the traditional streets and historic buildings contribute to its distinctive character. The town also has schools, healthcare services, leisure facilities and community amenities, making it a practical place to live rather than simply a tourist destination.

SELECTION PROCESS AND TIMETABLE

All applications will be scored and then considered by the selection panel. Shortlisted candidates will be invited to participate in an interview in Oakham. Panel interviews will last for up to 1 hour. Once invited for interview, please do advise of any special requirements or needs to ensure we can consider any reasonable adjustments required. Candidates may be required to attend a second interview and give a presentation.

Activity	Date
Application closing date	31 st October 2026
Candidate shortlisting	2 nd November 2026
First interviews	To be confirmed
Second interviews	To be confirmed

JOB DESCRIPTION

Job Description

Responsible Finance Officer (RFO)

Reports to: Town Clerk

Date: **XXXXXXXX**

Hours: Part-time 15 hours per week

Salary: £17.17 to £18.44 ph SCP19-23 LC2

Job Purpose

The Responsible Financial Officer (RFO) is a statutory appointment under Section 151 of the Local Government Act 1972 and is responsible for the proper administration of the Council's financial affairs.

The postholder will provide professional financial management, advice and support to the Council ensuring that public funds are managed responsibly, transparently and in accordance with legislation, Financial Regulations and recognised accounting practices.

The RFO will contribute to the effective governance and strategic management of the Council while maintaining the highest standards of financial stewardship.

Statutory Responsibilities

- Fulfil the statutory duties of the Responsible Financial Officer (RFO) in accordance with the Local Government Act 1972 and other relevant legislation.

- Ensure the proper administration of the Council's financial affairs, maintaining accurate accounting records and effective financial management.
- Ensure compliance with all relevant legislation, regulations, Financial Regulations, Standing Orders and recognised best practice.
- Ensure the Council meets its obligations under the Accounts and Audit Regulations, including the preparation of the Annual Governance and Accountability Return (AGAR) and supporting documentation.
- Establish, maintain and review robust internal financial controls and procedures to safeguard the Council's assets and ensure sound financial governance.

Financial Management

- Maintain the Council's accounting records, ensuring they are accurate, up to date and compliant with statutory requirements.
- Manage all Council income and expenditure, ensuring transactions are processed accurately and in accordance with the Council's Financial Regulations.
- Reconcile all bank accounts at least monthly, ensuring appropriate internal controls, authorisation procedures and bank signatories are maintained in accordance with Council policy.
- Prepare and monitor cash flow forecasts to ensure the Council maintains sufficient funds to meet its financial commitments.
- Monitor the Council's general and earmarked reserves, advising the Clerk and Council on their appropriate use and adequacy.
- Prepare monthly management accounts, budget monitoring reports and financial forecasts for the Clerk, Council and Committees.
- Produce clear and accurate financial reports, highlighting budget variances, financial risks and recommendations for corrective action where appropriate.
- Identify actual and emerging financial risks and provide timely advice to the Clerk and Council to support sound financial decision-making.
- Oversee credit control, including the recovery of outstanding debts, and refer irrecoverable debts to the Clerk and Council for consideration.
- Provide financial advice and support on capital projects, including budgeting, funding, monitoring expenditure and financial reporting.
- Identify, apply for and administer external grants and other funding opportunities to support Council services and projects, with the aim of maximising external income and reducing the financial burden on the Council.
- Monitor and report on all Community Infrastructure Levy (CIL) and Section 106 income and expenditure, ensuring funds are allocated, recorded and spent in accordance with legislative requirements.
- Ensure all expenditure under Section 137 of the Local Government Act 1972 complies with statutory limits, legal requirements and Council policies.

Budgeting

- Lead preparation of the annual budget.
- Review income and expenditure against budgets, review budget over/underspends, make recommendations regarding transfers in and out of earmarked reserves.

- Assist with setting the annual precept.
- Prepare medium-term financial forecasts.
- Monitor budget performance throughout the year.

Banking and Investments

- Administer the Council's banking arrangements, ensuring all payments, receipts and transfers are processed in accordance with the Council's Financial Regulations, internal controls and authorised approval procedures.
- Ensure the Council's investments are managed in accordance with statutory guidance, the Council's Investment Strategy and approved policies.
- Monitor cash balances and investment performance to maximise returns while maintaining appropriate levels of security, liquidity and risk management.

Payroll

- To be responsible for the effective operation of the Council's payroll function, whether undertaken in-house or through an external payroll provider.
- Ensure compliance with HMRC requirements, pension legislation and Council policies and procedures.
- Administer the Council's monthly pension arrangements, including providing accurate information to any external payroll provider in place, validating pension contribution calculations, and liaising with the pension fund and any payroll provider in place as required.
- Administer the monthly payments for Officer salaries, HMRC liabilities, and pension liabilities.

VAT and Taxation

- Ensure the accurate accounting and treatment of VAT, preparing and submitting VAT returns and reclaims within statutory timescales and HMRC requirements relating to VAT and other taxation matters.
- Monitor changes in taxation legislation and HMRC guidance, advising the Clerk and Council of any financial implications or required changes to procedures.

Annual Accounts / Audit

- Prepare the Council's year-end accounts, statutory financial statements, the Annual Governance and Accountability Return (AGAR) and all supporting documentation required for audit.
- Ensure all statutory financial reporting and audit deadlines are met.
- Liaise with the Council's internal and external auditors, coordinating the audit process and providing all required information and evidence.
- Report the findings and recommendations of internal and external audits to the Finance Committee and Full Council, together with any proposed actions.

- Implement and monitor agreed audit recommendations, ensuring any identified weaknesses are addressed promptly.
- Maintain comprehensive financial records and supporting evidence to demonstrate compliance, transparency and sound financial governance.

Procurement

- Provide advice and guidance on procurement procedures, ensuring compliance with legislation, Council policies and best practice.
- Ensure the Council's Standing Orders, Financial Regulations and approved procurement processes are followed at all times.
- Maintain accurate procurement records, including quotations, tender documentation, contracts and supplier information.
- Assist with the preparation, management and evaluation of tenders and quotations where required.
- Monitor the financial aspects of outsourced services, including contracts, invoices and payments, ensuring costs remain controlled and represent value for money.
- Review utility contracts and supplier arrangements regularly to ensure they remain appropriate, cost-effective and aligned with Council objectives.

Insurance

- Maintain the Council's insurance schedule, ensuring records are accurate and up to date.
- Assist with the annual renewal of the Council's insurance policies, obtaining quotations and providing relevant information to insurers and brokers.
- Administer and process insurance claims, liaising with insurers, brokers and Council officers as required.
- Ensure the Council's assets, liabilities and activities are adequately insured, identifying changes that may affect insurance cover and reporting any recommendations to the Clerk and Council.

Asset Management

- Maintain the Council's Asset Register, ensuring it is accurate, up to date and compliant with statutory and audit requirements.
- Arrange for asset valuations to be obtained as required for accounting, insurance and financial reporting purposes.
- Maintain and administer any Council Asset Management System in place, ensuring assets are appropriately recorded, monitored, disposed of, and reviewed throughout their lifecycle.

Governance

- Provide professional financial advice to Council, committees, the Town Clerk, working groups and residents.
- Ensure financial decisions are financially sound and legally compliant.

Policies

- Lead the review and updating of key financial governance documents, including the Financial Regulations, Financial Risk Assessment, Investment Strategy, Reserves Policy, Asset Management Policy, Internal Control arrangements and Scheme of Delegation.
- Provide advice and recommendations to the Clerk and Council on amendments to financial policies to support effective governance, sound financial management and statutory compliance.

Risk Management

- Identify, assess and report financial risks, providing advice to the Clerk and Council on appropriate mitigation measures.
- Monitor and review the effectiveness of the Council's internal financial controls, recommending improvements where necessary.
- Support the development, implementation and review of the Council's Business Continuity Plan to help ensure the resilience of critical services and financial operations.

Transparency

- Ensure compliance with the Transparency Code for Smaller Authorities, the Council's Publication Scheme and other relevant transparency requirements.
- Ensure the Council meets its obligations regarding public rights of inspection of financial records, accounts and supporting documentation.
- Assist with the management and response to Freedom of Information (FOI) requests and Subject Access Requests (SARs) relating to financial information, ensuring responses are accurate, timely and compliant with legislation.
- Maintain appropriate financial records and documentation to support openness, accountability and public confidence in the Council's financial management.

Meetings

- Attend Council and Finance Committee meetings as required, providing professional financial advice and guidance on matters relating to the Council's finances, budgets, expenditure and financial procedures.
- Arrange and attend audit meetings, ensuring all required financial information, records and supporting documentation are prepared and available for review.
- Attend other meetings as required by the Council, including working groups, project meetings or meetings with external organisations where financial input or advice is required.

Professional Development

- Maintain and develop professional competence through ongoing Continuing Professional Development (CPD), relevant training and attendance at appropriate sector events.
- Keep up to date with changes in legislation, statutory guidance, financial regulations and best practice affecting local government finance.
- Apply updated knowledge and skills to support effective financial management, governance and continuous improvement within the Council.

The following accountabilities apply to all posts:

- Work Environment: A level of flexibility, a positive attitude, and ability to adapt to changes due to service needs.
- The postholder will be expected to cover similar roles.
- To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service.
- To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.
- To ensure that the Council's values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery.
- To maintain strict confidentiality wherever required.

Person Specification – RFO

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Experience in accounting and financial administration. • Knowledge of basic accounting principles and financial processes. • Experience of preparing financial reports. • Experience of working to tight deadlines and the necessary commitment to meet regular timelines. • Experience managing records and correspondence.	• Experience as a Council Finance Officer. • Experience of using a computerised finance package in a local authority context, e.g. Rialtas. • Experience of financial risk assessments. • Experience supporting committees or elected Members. • Experience preparing agendas and minutes.	Application form Interview Scoring system

QUALIFICATIONS / TRAINING	• Qualification in accounting, AAT or equivalent. • Good general education including GCSEs (or equivalent) in English and Maths.	• Educated to degree level, or equivalent, in relevant discipline.	Application form Interview Copies of certificates
SKILLS & KNOWLEDGE	• Understanding of the I.T. skills and proficient in the use of Microsoft Office software. • Record keeping. • Awareness of confidentiality and data protection. • Excellent organisational and time management skills. • Strong written and verbal communication skills. • Strong numerical and analytical skills. • Ability to work independently and prioritise workload. • High level of attention to detail.	• Knowledge of current local government and finance laws, administration and procedures. • High level of accuracy and attention to detail. • Proficiency in accounting software and Microsoft Excel. • Ability to prepare grant applications.	Application form Interview References
PRACTICAL & INTELLECTUAL SKILLS	• Good communication skills, both written and verbal. • Excellent planning and organisational skills, and able to prioritise workload and meet deadlines. • Ability to work autonomously and harmoniously with staff, councillors and the public.		Application form Interview References
DISPOSITION / ATTITUDE	• Able to work calmly under pressure and meet deadlines. • Able to maintain confidentiality.		Application form Interview References

	• Able to anticipate problems and solve them in a calm, structured manner. • Professional, reliable and trustworthy.		
SPECIAL REQUIREMENTS	• Willingness to attend evening meetings. • DBS check. • Willingness to undertake training and professional development.	• Full driving license	Application form Interview

Terms & Conditions – RFO

Payment of salary: Paid monthly in arrears.

Probation period: The post is subject to a probationary period of 3 months.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

References: The post is subject to two satisfactory references.

Place of work: Office-based in Oakham. There will be a requirement to work out of, and visit, other sites in and around the parish on occasion. NB: The Council is currently located in Long Row, Oakham but it is possible that Council will be moving to another location in Oakham.

Leave entitlement: Full-time equivalent 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). Pro-rata'd for part-time employment.