



Melksham Town Council Responsible Finance Officer (RFO)





Recruitment of Responsible Finance Officer (RFO) Application Pack

- Salary: £42,708 - £45,718 by annual increment (subject to satisfactory performance) depending on qualifications and experience (pay award pending)
- National Pay Scale SCP 33 - 36
- Full time 37 hours per week
- Onsite based at Melksham Town Hall
- 23 days' annual leave plus 2 extra statutory days plus public holidays and an additional MTC day (rising to 26 days' annual leave plus 2 extra statutory days plus public holidays and an additional MTC day after 5 years' continuous service) (pro rata)
- Local Government Pension Scheme (Wiltshire Pension Fund)
- Flexible Working Arrangements considered
- Closing date: Sunday 29th June 2025 (1700)

Recruitment Process

Closing date: Sunday 29th June 2025 (1700)

Interviews: Tuesday 8th July 2025 - details will be provided to shortlisted candidates.

Application is strictly via the application form contained in this pack. Please do not send a generic CV. Completed applications should be returned via email to: people@melksham-tc.gov.uk

More information about Melksham Town Council can be found on their website at: <https://www.melksham-tc.gov.uk/>

If you would like an informal conversation about this vacancy, please contact our acting CEO, Hayley Bell, at ceo@melksham-tc.gov.uk



Melksham Town Council Vacancy for a Responsible Finance Officer (RFO)

A fantastic opportunity to join Melksham Town Council.

Melksham Town Council is seeking to appoint an innovative, forward thinking and proactive Responsible Finance Officer to manage the Town Council's Day to day finances as well as maintaining financial systems and deputising for the Chief Executive Officer (CEO) in their absence.

If you have excellent financial, committee and administrative experience in a local authority or similar environment, understand local government financial systems and procedures, accounts, payroll, budget setting and monitoring, risk management and controls, this post is ideal.

You will assist the CEO in the effective and proper management and control of the Council's financial affairs by maintaining proper financial systems, records and controls, preparing and monitoring the Council's budgets, organising the payroll, ensuring that the Council complies with all requirements of Internal and External Audit, managing all aspects of insurance and the asset register and reporting to the Council and Committees.

Highly motivated and a good team player, you will bring excellent numerical, analytical, communication, IT and interpersonal skills, have a flexible and "hands on" approach and able to meet tight deadlines.

Attendance at evening meetings will be required, for which time off in lieu will be granted.

As we are seeking the right candidate for this post to start as soon as possible, Melksham Town Council reserves the right to withdraw this job advertisement without prior notice.

This recruitment pack can also be downloaded from the Melksham Town Council website:
<https://www.melksham-tc.gov.uk/about-melksham-town-council/vacancies>



Welcome from the Mayor

Dear Candidate,

Thank you for your interest in joining us here in Melksham a historic market town nestled in the heart of beautiful Wiltshire. With a growing population and a proud sense of community spirit, Melksham offers a wonderful blend of heritage and progress. From our vibrant clubs and local groups to a busy calendar of annual events, this is a town where people come together, look out for one another, and celebrate what makes our community unique.

Melksham is not just a great place to live it's a place to belong. Whether you're here to work, socialise, raise a family, or simply enjoy the best of West Country life, you'll find opportunity, support, and connection at every turn.



The Town Council plays a central role in strengthening that sense of belonging. We work to foster inclusivity, enhance the quality of life for every resident, and support initiatives that help people not just meet, but exceed their aspirations. From improving local services to creating welcoming spaces and championing local voices, we are committed to building a town that is fair, thriving, and forward-looking.

As a candidate considering a role within our town's development and leadership, you have the opportunity to help shape Melksham's future. We are excited to welcome passionate, community-focused individuals to join us in this vital work.

Thank you once again for your interest, and I wish you the very best as you explore this opportunity.

Warm regards,

Councillor Saffi Rabey
Mayor

Melksham Town Council





Welcome to Melksham

Melksham has been a settlement since the early iron age (C7th-C4th BC), expanding during the Roman period. It appears in the Domesday Book in 1086. Due to its prosperity founded on agriculture and the woollen cloth industry. The parish population of Melksham Town at the last census, in 2021 was 18,113. Now combined with the parish of Melksham Without, the total number of residents in 2025 is circa 30,000 and growing.

Melksham is the home of many independent shops and businesses. New enterprises are opening all the time, with those based in technology sectors offering something new.

Melksham's beautiful heritage quarter, including St Michael & All Angels Church; Canon Square; Church Walk; Place Road; and Market Place, is a historical and architectural gem. To celebrate our listed buildings, we also have an interesting blue plaque trail. The historic villages of Lacock and Castle Combe and the Cotswolds are in striking distance.

The Melksham GWR station opened 5th September 1848. It offers All Day Parking for only £3.50. Since then, our road transport links including the A350 and M4, have continued to improve and are utilised by our local Bus network and National Express. Those looking for a slower pace of life can always arrive by boat on the Kennet and Avon canal, which opened in 1810 and now also affords fantastic, flat, safe, walking, running, or cycling routes connecting us with local towns, also Bath, Bristol, and London.

Recent investment in our community infrastructure includes the Community Campus; Library; and within the King George V, park, new Splash Pad, festoon lighting, CCTV, Public Toilets, Free Wi-Fi, and a refurbished café.

The Market Place has traditional Markets on Tuesday and Saturday. Home to the Town Hall, the Market Place also hosts events throughout the year. One of the four council funded public toilets is here and is open 24 hours a day. Within five minutes' walk are The Community Campus, Library, Post Office, Tourist Information Centre, independent shops, restaurants, cafes, and pubs. National grocers Waitrose, Sainsburys, Asda, Lidl and Aldi also cater for the residents needs along with four large petrol filling sites and numerous EV charging locations. Seven council car parks combine to cover all potential parking needs. Accommodation for visitors is provided by Inns, Hotels or Air BnB. and the fourteen play areas and skate park are all within walking distance of the town centre.

Melksham's strongest feature however is its community spirit, and the area is served by a wealth of groups, clubs and societies that cater for all ages and tastes. This strong and vibrant community spirit ensures a busy calendar of events, including the annual Food and River Festival, the Melksham Christmas Market & Lights Switch On, two weekly Park Runs, Park Yoga, and regular outdoor markets



About Melksham Town Council

West Wiltshire District Council was formed in 1974. At the time comprising seven smaller urban and rural district councils, one of which was Melksham urban district council. These evolved to the five urban district councils. In turn becoming, the five Town Councils of West Wiltshire, which continue today: Melksham; Bradford-on-Avon; Westbury; Warminster; and Trowbridge.

Melksham Town Hall, built of ashlar stone and opened on 7th September 1847, at a cost of £3,350, in the Italianate style of Osborne House, is in the Market Place, the centre of Melksham. All council business is undertaken in the Town Hall but is also provides a fantastic venue for public meetings, events, and weddings.

Melksham Town Council represents the Melksham parish, which has four Wards - North, South, East and Forest. The Elected Members are the fourteen Councillors, who are all volunteers. The next Town Council elections take place in May 2029. The Mayor of Melksham Town Council is Councillor Saffi Rabey, and the Deputy Town Mayor is Councillor Jennie Westbrook.

The work of the Council is delivered by the Proper Officer, who is the CEO. The CEO is supported by a team of Council Officers. This team is organised into Town Hall Officers, an Amenities Team, and a Facilities Team.

Council work is administered through the following Committees:

- Full Council
- Finance Committee
- Facilities and Amenities Committee
- Community Development Committee
- Economic Development and Planning Committee
- Personnel Committee



Melksham Town Council

JOB DESCRIPTION: RESPONSIBLE FINANCE OFFICER (RFO)

JOB TITLE:	RESPONSIBLE FINANCE OFFICER (RFO)
REPORTS TO:	CHIEF EXECUTIVE OFFICER (CEO)
PLACE OF WORK:	MELKSHAM TOWN HALL
DATE:	11TH JUNE 2025

SUMMARY OF THE ROLE

Melksham Town Council is seeking a Responsible Finance Officer (RFO) to manage and oversee the council's financial affairs. This role involves working closely with the CEO and deputising in their absence.

The council has an annual budget of £1,403,000 and a precept of £1,192,200, delivering a wide range of services and projects for the local community. To ensure a smooth transition, the successful candidate will have a handover period with the Locum RFO.

The Responsible Finance Officer (RFO) plays a critical role in overseeing the financial management and compliance of the Council. This position ensures that the Council's finances are managed in accordance with relevant regulations, policies, and best practices. The RFO is responsible for financial planning, reporting, audits, and risk management, ensuring that financial resources are used efficiently and effectively.

KEY ACCOUNTABILITIES

1.	Management Accounts: Prepare monthly management accounts for presentation to Council. To include, variance and explanations, grants received and applied for.
2.	Financial Management: Ensure compliance with statutory regulations and best practices in line with the accounts and audit regulations 2015.
3.	Budgeting & Reporting: Prepare financial reports, forecasts, and annual budgets working in conjunction with the CEO.
4.	Committee Support: Attend Finance Committee meetings to present financial updates and advise on financial stability.
5.	Year-End Accounts & Audits: Prepare the annual accounts and liaise with internal and external auditors. Prepare the Town Council's annual Financial Statements in

	accordance with applicable legislation and guidelines within applicable time constraints, make the Financial Statements available to Town Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit. Prepare the annual Statement of Internal Control seek the Council's approval of such statement every year.
6.	Annual Estimates: Prepare revenue and capital estimates for the Council and to make recommendations to the Council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three-year rolling basis.
7.	Payroll & Pensions: Collect payroll data, liaise with external payroll providers, and manage pension fund queries. Attend occasional seminars. Prepare annual pension returns. Apply FRS17 rules to the Financial Statements if applicable.
8.	VAT & Compliance: Review the Council's VAT exemption status and, if necessary, prepare annual schedule of exempt inputs. Deal with HM Customs and Excise as required and ensure the council meets all financial and audit requirements.
9.	Insurance: Ensure that the Council is suitably insured.
10.	Financial Supervision: Maintain accurate and timely financial records.
11.	Risk Management: Devise and implement a system of risk management covering all aspects of the Town Council's activities. Carry out an annual review of the Council's risk management strategy.
12.	Compliance: Ensure the Council is compliant with GDPR and Data Protection.
13.	Financial Regulations: Check the council financial regulations are being followed.
14.	Asset Register: Ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.
15.	Senior Leadership: Support the CEO and deputise in their absence.
OTHER DUTIES	
16.	Apart from the duties summarised in this job description, we retain the right to include other reasonable duties which are part of, and incidental to, the work of the Town Council.
FINANCIAL RESPONSIBILITIES	
17.	Ensure they are familiar, and always comply with, the Council's financial regulations and procedures.
RISK MANAGEMENT & BUSINESS CONTINUITY	
18.	Play an active role in identifying, managing and controlling risks relating to the business activities of the Council.
EQUAL OPPORTUNITIES AND DIVERSITY	
19.	Demonstrate awareness and understanding of, and commitment to, Equal Opportunities and Diversity, showing respect, consideration and sensitivity to people's needs, and ensuring that the Council's policies are adhered to and demonstrated in all contact with customers, colleagues, agencies and other stakeholders.
EXTENT OF ROLE	
20.	As directed by line management, the post holder will liaise with both internal Council officers and Councillors, as well as members of the public and other external stakeholders.



Melksham Town Council

ROLE PROFILE: RESPONSIBLE FINANCE OFFICER

PEOPLE MANAGEMENT	As a senior Officer of the Council, the jobholder reports directly to the CEO. The RFO will deputise for the CEO in their absence.
CREATIVITY & INNOVATION	This can require creative thinking and innovation from the jobholder to come to the best solution to solve problems and maintain services.
CONTACTS & RELATIONSHIPS	The jobholder must build and maintain effective working relationships which may include negotiating, persuading, and supporting others to ensure service delivery is maintained and any problems are addressed effectively. In addition, to establish and maintain effective relationships with external providers and partner organisations and all associated contractors and suppliers.
DECISIONS (DISCRETION & CONSEQUENCES)	The jobholder is a senior Officer of the Council and expected to make day-to-day decisions as necessary to perform the duties set out in the job description within the parameters agreed by CEO and Councillors.
RESOURCES	The jobholder is issued with a laptop.
WORKING ENVIRONMENT – DEMANDS	Managing day-to-day service delivery is always subject to changing priorities as issues are considered by the Council. The jobholder must frequently re-organise their own work to ensure urgent tasks are dealt with and complaints effectively resolved before situations escalate and affect more people.
WORKING ENVIRONMENT – PHYSICAL EFFORT	Office-based role (flexible working arrangements considered).
WORKING ENVIRONMENT – CONDITIONS	Based at Melksham Town Hall.
WORKING ENVIRONMENT – CONTEXT	Office based – regular VDU user.

**KEY KNOWLEDGE &
SKILLS REQUIRED**

- A recognised financial qualification (e.g., AAT, CIPFA, CPA, ACCA or CIMA) is essential.
- Proven experience in financial management, accounting, or a similar field (ideally within the public sector or local government).
- Proficiency in Rialtas Accounting Software.
- Strong understanding of financial regulations and compliance.
- Strong knowledge of accounting principles and relevant legislation.
- Experience in financial reporting, audits, and risk management and presenting to committees or boards.
- Proficiency in accounting software and Microsoft Office Suite (Excel proficiency required).
- Ability to work independently and manage multiple priorities.
- Excellent communication, interpersonal and leadership skills, including staff supervision.
- Experience of running payroll and corresponding actions in relation to pension provision and HMRC.
- High level of integrity, attention to detail, and ability to work independently.
- Highly organised and methodical.
- Experience of financial risk management.
- A high degree of personal integrity, tact and sensitivity.
- Commitment to delivery through a team-based approach.
- Willingness to attend evening meetings when required.
- Commitment to undertake training and take responsibility for own continued professional development.
- Experience of managing or leading a team.



Melksham Town Council APPLICATION FOR EMPLOYMENT

Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.





Melksham Town Council APPLICATION FORM

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Job Details	
Post applied for:	Responsible Finance Officer: Melksham Town Council
Where did you see the post advertised?	Click or tap here to enter text.
Personal Details	
Surname: Click or tap here to enter text.	Forename(s): Click or tap here to enter text.
Preferred Title (e.g. Mr/Mrs/Miss/Ms/Dr/Other): Click or tap here to enter text.	
Address: Click or tap here to enter text.	
Post Code: Click or tap here to enter text.	
Telephone Numbers	Mobile: Click or tap here to enter text.
Home: Click or tap here to enter text.	Work: Click or tap here to enter text.
Personal Email: Click or tap here to enter text.	
<i>(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate.)</i>	
Immigration, Asylum and Nationality Act 2006	
<i>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.</i>	
Do you require a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details: Click or tap here to enter text.	

Relationship to any Council Member or Employee	
To your knowledge, are you related to any member or employee of the Town Council?	
<div> <div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div> </div>	
If yes, please provide details: <i>Failure to disclose such a relationship and/or canvassing will disqualify you from appointment and, if appointed, you may be dismissed without notice.</i>	<div>Click or tap here to enter text.</div>
Present or Most Recent Employment	
Name of Employer: Click or tap here to enter text.	
Address of Employer: Click or tap here to enter text.	
Post Code: Click or tap here to enter text.	
Job Title: Click or tap here to enter text.	Dates Employed: Click or tap here to enter text.
Current or Final Salary: Click or tap here to enter text.	Period of Notice Required: Click or tap here to enter text.
Please give a brief outline of your main responsibilities: <div>Click or tap here to enter text.</div>	

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates From/To	Name & Address of Employer	Job Title and Main Responsibilities	Reason for Leaving
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued.

Name of School, College, University etc	Dates Attended From/To	Subjects Studied and Qualifications Worked Towards	Grades and Year Obtained
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments.

Course Title	Organisation	Dates
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Membership of Professional Institutes

Institute	Level of Membership	Year of Award
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Other Experience

Details should be given for any period not accounted for by full-time employment, education or training, e.g. unemployment or voluntary work.

Experience	From/To
Click or tap here to enter text.	Click or tap here to enter text.

Information in Support of Your Application

If further space is needed, please continue on a separate A4 sheet.

Click or tap here to enter text.

References

Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Referee One

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Name of Organisation: Click or tap here to enter text.

Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

Tel No: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

How long have you known this person and in what capacity? Click or tap here to enter text.

Referee Two

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Name of Organisation: Click or tap here to enter text.

Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

Tel No: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

How long have you known this person and in what capacity? Click or tap here to enter text.

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the Council.

Click or tap here to enter text.

Additional Information

Do you hold a current driving licence?
Yes ☐ No ☐

If YES, please state the type of licence you hold: Click or tap here to enter text.

Are you a car owner?
Yes ☐ No ☐

If NO, do you have access to a car?
Yes ☐ No ☐

Do you have any current endorsements? Yes ☐ No ☐

If YES, please specify: Click or tap here to enter text.

Declaration

I declare that the information contained in this application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void and, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Melksham Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

(An electronic signature is acceptable)

Click or tap here to enter text.

Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

If this form has been completed electronically, please indicate your consent:

Yes ☐ No ☐

If you are appointed following an interview, please give the Chair of the Council a signed copy to be held on the personnel file.



Melksham Town Council

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Melksham Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Melksham Town Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful, and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.