

Lichfield City Council

City Council Offices, Donegal House, Bore Street, Lichfield, WS13 6LU

Town Clerk: Anthony D. Briggs B.A. (hons), CiLCA



Recruitment Pack

Responsible Financial Officer to Lichfield City Council

Full time Position (37 hours/week)

Salary: Spinal Column Points 37 to 41 (£48,226 - £52,413)

Closing date: 5pm, Friday 19 December 2025

Tel: 01543 250011 **Email:** enquiries@lichfield.gov.uk **Website:** www.lichfield.gov.uk **X:** @lichfield_cc

Contents

Introduction	Page 2
Lichfield City Council – General Information	Page 3
Job Description & Person Specification	Page 4
Lichfield City Council – Organisational Chart	Page 8
Lichfield City Council – Financial Out-turn Report 2024/25	Page 9

Application Form

The application form and this pack can be downloaded from the City Council's [website](#). Alternatively, please email vacancies@lichfield.gov.uk.

Closing Date and Submission of Applications

Closing date for applications: **5pm, Friday 19 December 2025**

Interviews anticipated during **week commencing 12 January 2026**

Applications should be submitted by email to vacancies@lichfield.gov.uk or by post, marked 'Private and Confidential - Application' to:

The Town Clerk, Lichfield City Council, Donegal House, Bore St, Lichfield WS13 6LU

Employment Checks

Appointment and continued employment are subject to the following checks:

- Verification of your qualifications and experience as stated on your application form
- Obtaining satisfactory references
- The provision of relevant documentation confirming your entitlement to work in the United Kingdom as required by the Immigration, Asylum and Nationality Act 2006 and requirements of the Home Office's UK Visas and Immigration

Additional Information

The City Council publishes a number of documents on the '[Transparency](#)' page of its website that provide further information on the authority's priorities and achievements. These include the council's annual report, budget summaries, audit reports etc.

Introduction

Responsible Financial Officer – Lichfield City Council

Thank you for your interest in the post of Responsible Financial Officer (RFO) to Lichfield City Council.

It is only a few years since outdated legislation that prevented parish councils from taking advantage of modern financial practices was replaced, and the City Council has embraced those changes. This new post arises from a wider restructure which will assist the Council in taking further steps to streamline its financial procedures and ensure the presence of appropriate separation of duties and expertise within the organisation.

Based at the City Council offices at Donegal House in the heart of the beautiful city of Lichfield, the successful candidate will be an experienced, committed financial officer. As a senior member of the council's management team, you will provide real change and improvement that will benefit the council and the residents of the city - your skill, experience and passion for open and transparent financial management will be vital as we reshape our approach to finance and financial reporting. You will devise, implement and monitor new ways of working to achieve these aims, as well as assisting with the more general elements of the council's financial and audit requirements. I will be working very closely with you, and you will also be supported by the Administrative Officer (Accounts).

You must hold a relevant finance related qualification, and while experience within the public sector would be beneficial, we welcome applications from those who are currently outside of the sector but whose skills are transferable.

The remainder of this application pack contains further information about the council, the job description and person specification for the post, plus the most recent out-turn summary. The application form and this pack can be downloaded from the City Council's website, or provided on request by email to vacancies@lichfield.gov.uk.

If you would like an informal discussion about this post, please contact me by email tony.briggs@lichfield.gov.uk or telephone 01543 309856.

I look forward to receiving your application.

Tony Briggs

Tony Briggs

Town Clerk/Chief Executive, Lichfield City Council

Lichfield City Council – General information

Under local government re-organisation in 1974, the former City Council became part of the new Lichfield District Council, and Charter Trustees became responsible for the civic and ceremonial aspects of the city. The Charter Trustees were replaced in April 1980 when a new 'parish' council was created, with city status restored by Queen Elizabeth II in November of that year.

Various land and property was transferred to the new council from the District Council in 1981, and other land and property has been acquired directly by the Council since. The insurance valuation of the Council's assets is now over £13 million.

Of the approximately 9,000 parish/town councils in England, the City Council's precept of £998,698 (2025/26) was 151st highest. Lichfield's population of 32,580 (2021 census) makes it the 68th largest civil parish in England by population.

The Council has 29 members across 6 wards and employs approximately 30 staff, six of whom are currently full time. The total full time equivalent (FTE) staff establishment is approximately 14. The Council elects the Mayor of the City annually, and appoints a Sheriff - one of only 15 local authorities in England to continue this tradition.

The Council has a strong record of delivering and maintaining a wide range of high-quality services. In particular we are responsible for:

- Approximately 65 acres of open space including Festival Gardens, Minster Pool Walk, Remembrance Gardens, and the 'closed' churchyards at St Michael's and St Chad's churches, plus many smaller pockets of land across the city
- Local Markets, including the General Markets on Tuesday, Friday and Saturday
- The Guildhall – a Grade II listed meeting and wedding venue that has existed on the same site for more than 600 years
- Dr Johnson Birthplace Museum – a Grade I listed property that welcomes around 25,000 visitors per year
- Four Community Centres across the city – three of which are run by volunteer management committees
- A number of other landmarks including the Friary Clock Tower and Borrowcop Gazebo
- Christmas lights in the city centre and the associated switch-on event
- A full programme of Civic events across the year

Job Description and Person Specification

Responsible Financial Officer



Location:	Your normal place of work will be: City Council Offices, Donegal House, Bore St, Lichfield WS13 6LU Hybrid working from other locations such as your home may be agreed subject to the requirements of the role and wider team.
Hours:	Full time , 37 hours per week. Some working out of normal office hours may be required, for which compensatory time off in lieu will be granted.
Salary:	The post is graded at spinal column points 37 to 41 (£48,226 - £52,413 p.a). An extra salary increment is awarded for successfully achieving/holding the CiLCA qualification.
Organisational Relationships:	The post holder is a member of the Council's Management Team and reports directly to the Town Clerk. See attached organisation chart for management responsibilities and overall staff structure.
Pension:	The post is pensionable through the Staffordshire County Council fund, further details and options will be made available to the successful applicant.
Car Allowance:	A casual car user allowance will be payable where use of the employee's own car is deemed necessary.
DBS:	This post is subject to standard disclosure
Holidays:	27 days paid leave per annum (31 days after five years' service), plus public holidays. New entrants to the service are entitled to annual leave proportionate to the completed months of service during the leave year of entry and thereafter on the normal scale.
Conditions of Service:	The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services ('Green Book').
Probationary period:	The appointment is subject to a term of probation of no less than six months.

Main Duties

1. To act as the City Council's Responsible Financial Officer (RFO), as described in the Accounts and Audit Regulations 2015, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body". Also to comply with the specific duties of the RFO as set out in those regulations and any amendment to or replacement of those provisions.
2. To monitor expenditure and income and associated matters, such as cash and credit income, Community Infrastructure Levy (CIL), grants, electronic payments, PCI DSS compliance, investments etc.
3. In conjunction with the Town Clerk, to be responsible for the administration of the annual 'general revenue grant' provision, and any ad hoc grant applications received outside of the usual period.
4. In conjunction with the Town Clerk, to act as liaison with the Internal Audit function. To be responsible for ensuring all matters relevant to the RFO function that are raised by internal and external auditors are dealt with appropriately.
5. In consultation with the Town Clerk, prepare the draft annual City Council budget for consideration by council and advise/direct the council accordingly, precept the funds from the appropriate authority when the final budget is determined.
6. Review the Council's procurement policy and oversee its implementation and ongoing revision as necessary. Provide information relating to procurement as is legislatively required plus any additional information for transparency requirements, reports to members etc.
7. Prepare, analyse and present reviews of financial performance against budget in the agreed format and the agreed timescales, together with any other financial reports as required/requested.
8. To act as line manager to employees as directed.
9. In conjunction with the Administrative Officer (Accounts), monitor and oversee ordering and invoicing procedures, ensuring that such matters are efficiently actioned and managed.
10. To be responsible for monitoring the budget at all stages and direct officers as necessary in any monetary areas. Maintain a full budget history in line with council minutes or other adjustments and advise/direct Council of any known matters or items which will have an impact upon the financial position and recommend action.
11. With the support of the Administrative Officer (Accounts), assume responsibility for:
 - calculating salary, pension and VAT liabilities/payments and maintain relevant records, complete the required returns arising from these duties
 - to complete and balance the year-end accounts as prescribed by the regulations, submit them to council for approval, arrange all aspects of the audits and ensure requirements are adhered to. To make the relevant records available for both internal and external audit and the general public in line with regulations
 - control the Sage accounting and payroll systems, monitor reconciliations, renewing contracts and terms, ensuring updates are implemented as required and to deal with any system problems.

12. Establish, implement and maintain policies and procedures on any financial matter as appropriate, including management of financial risk, establishment of safeguards, separation of duties etc.
13. In consultation with the Town Clerk, to be responsible for preparation of agenda, associated reports and minutes for the City Council's Audit Committee (currently x3 meetings/year) to attend those meetings, advise/direct accordingly on any financial issues and progress matters arising.
14. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and ensure that any changes required by changes in the law, guidance or best practice are implemented.
15. Maintain the register of property and assets and associated policies.
16. Complete and submit the quarterly PRL/PPS return in conjunction with the Guildhall Bookings Officer.
17. To act as the City Council's Data Protection Officer.
18. To act as Treasurer and Trustee for the Boley Park Community Hall Management Committee (subject to Trustee appointment to the post, and for a period to be determined) and provide ad-hoc assistance to other City Council owned Community Halls as needed.
19. To administer the Samuel Johnson Birthplace Trust Account (The Council being sole Trustee) in consultation with the Museums and Heritage Officer.
20. To carry out any other relevant duties as directed and commensurate with the seniority of the role.

General

The salary paid is commensurate with ability and experience and reflects the seniority and expectations of the position held. The Council reserves the right to vary the content of the job description, after consultation, to reflect changes to the job without changing the general character of the post or level of responsibility. The salary paid reflects the requirement to attend some evening meetings. Time off in lieu at basic rate will be available in respect of these duties.

Equal Opportunities and Anti-Discriminatory Practices

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures. Copies of these policies will be provided to the successful applicant.

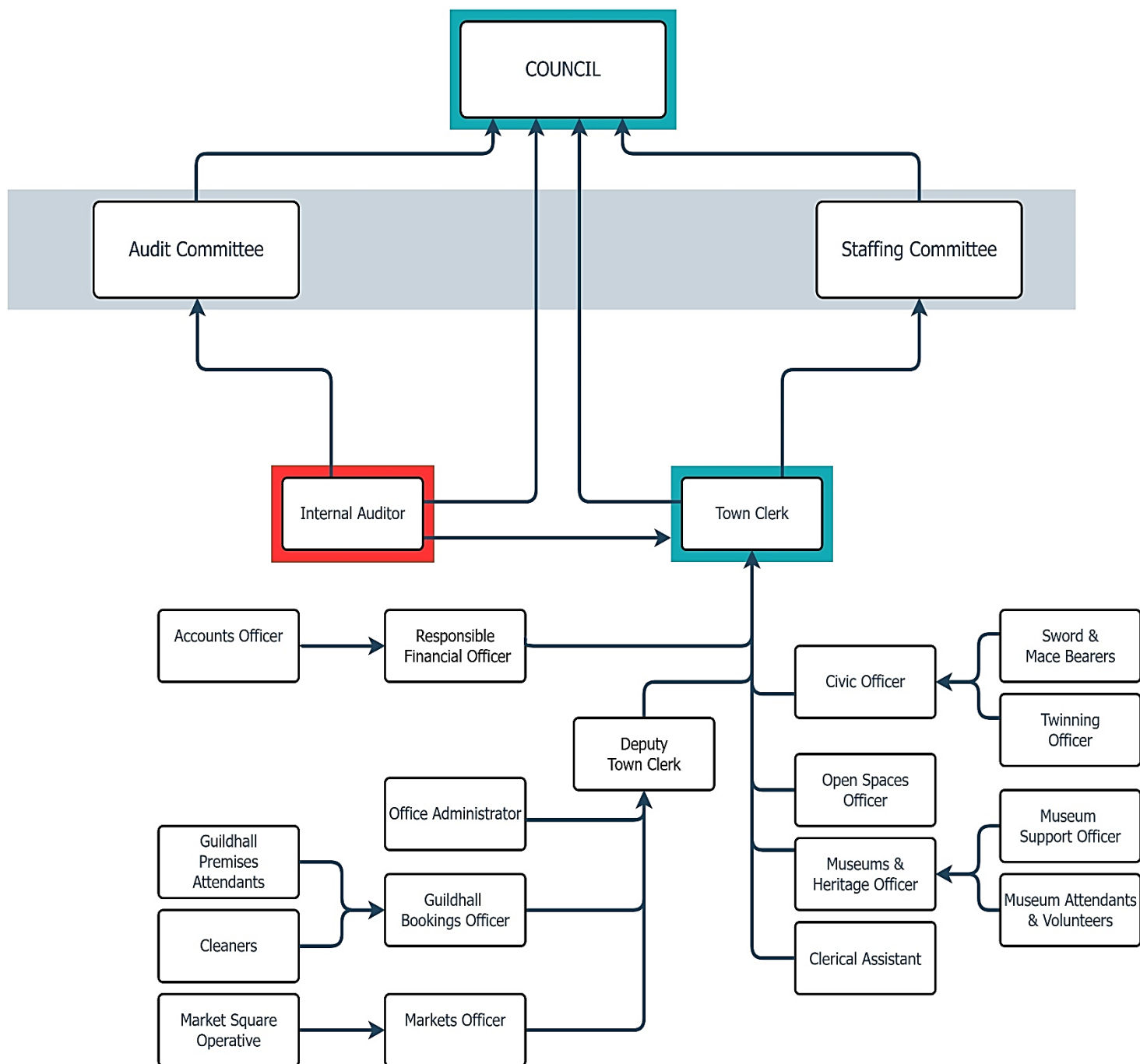
Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meetings on a regular basis with the Town Clerk.

Person Specification

	Essential Attributes	Desirable Attributes
Educational Qualifications	Educated to at least A level or equivalent including professional qualifications where appropriate Accountancy Qualifications – AAT or equivalent Commitment to further professional development where required	Certificate in Local Council Administration (CiLCA)
Management	Self-motivation and ability to actively seek out and create opportunities for continual service enhancement Recognised success in promoting and embedding a positive culture across service boundaries Understand the difference between management and leadership and display qualities aligned to the latter	Strong people development capability with a clear focus on the development of potential in both individuals and teams
Communication Skills	Excellent communication skills Excellent telephone manner and customer service skills Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail Regular contact with contractors, general public and other external agencies, requiring resourcefulness, tact and patience	Experience of working with diverse stakeholders and colleagues
Knowledge and Experience	Experience of working in a financial environment, including production of financial reports, budget management and report writing Ability to interpret financial reports Experience of working in an administrative environment	Previous experience in local government, especially at ‘parish’ level
Skills	Ability to work under pressure with changing priorities and timescales. Ability to work alone and in a team Ability to take the initiative and devise creative solutions.	
Information Technology	IT literate with experience of Microsoft Office suite Practical experience in an appropriate accounting package (notably SAGE Accounts)	Associated qualifications
Other	Ability to operate with complete impartiality in a political environment Passionate about communities and community led initiatives Positive “can do” attitude and willingness to support others where needed Willingness to undertake some duties outside of normal working hours (meetings etc) Enthusiastic, proactive and able to use initiative	

Lichfield City Council Organisational Chart



Lichfield City Council – Financial Out-turn Report 2024/25

Accounts Summary Table

This table summarises service area income and expenditure against budget for the financial year 2024/25 and provides the year-end out-turn.

The table shows:

Column 1 – 2024/25 Budget as agreed by Council on 22 January 2024

Column 2 – Actual spend during the 2024/25 financial year.

Column 3 – The variance between approved budget and actual spend for 2024/25.

Column 4 – The budget for 2025/26

Column 5 – Numbered explanatory notes.

Budget/Actual figures in red represent income.

Percentage figures in red (Variance 2024/25 column) represent variance worse than budget.

<i>Net Expenditure</i>	<i>BUDGET</i>	<i>ACTUAL 2024/25</i>	<i>VARIANCE</i>	<i>BUDGET</i>	<i>Note</i>
SERVICE AREAS	2024/25		2024/25	2025/26	
	£	£	%	£	
<i>Parks and Footpaths</i>	265,053	277,100	5%	273,982	1
<i>Guildhall</i>	153,425	146,525	-4%	141,786	2
<i>Community Centres</i>	14,335	11,311	-21%	15,199	3
<i>Markets</i>	2,948	-4,651	-258%	3,615	4
<i>Civic</i>	101,307	100,625	-1%	108,287	5
<i>Grant Aid/Partnerships</i>	54,755	60,070	10%	77,474	6
<i>Arts/Tourism/Twinning</i>	85,971	91,167	6%	90,478	7
<i>Johnson Birthplace Museum</i>	159,544	157,562	-1%	176,020	8
<i>Democratic Services</i>	153,566	141,796	-8%	176,067	9
<i>Investment Interest</i>	-55,110	-77,262	40%	-61,110	10
<i>Loan Charges</i>	0	0	0%	0	
<i>Agency</i>	-3,944	-12,228	210%	-3,100	11
TOTAL SERVICE COST	£931,850	£892,015	-4%	£998,698	
<i>Repairs and Renewals</i>	103,749	102,071	-2%	36,493	12
<i>Community infrastructure Levy (CIL)</i>	-5,364	-10,377	93%	-9,846	13
SUB TOTALS	£1,030,235	£983,710	-5%	£1,025,345	
PRECEPT	£939,900	£939,900	0	£998,698	
TOTAL To/(From) balances	(£90,335)	(£43,810)	-52%	(£26,647)	14

The following notes explain the variations between the original budget and the actual year-end out-turn as detailed in the Accounts Summary table

Note	Details
1	Parks and Footpaths Includes inflation linked Grounds Maintenance contract with LDC and reduced energy costs. Additional allotment, churchyard and other site maintenance included as evidenced in the various officer reports to council across the year.
2	Guildhall Includes significant reduction in energy costs against budget, additional lettings income, repairs to Guildhall lift, additional security costs and marriage licence renewal.
3	Community Centres Reduced costs against this budget head, helped in part by CIL awards for LCC owned Community Centres.
4	Markets Includes reduction in energy cost and NNDR, increase in miscellaneous lettings income.
5	Civic Includes underspend on Mayor and Sheriff allowances.
6	Grant Aid/Partnerships Includes increase in grants awarded – funded from reserves.
7	Arts/Tourism/Twinning Additional costs associated with changes to the Christmas Lights Switch On event following review with stakeholders and detailed to Council in April 2025. Contribution to Twinning Reserve detailed at point 14.
8	Johnson Birthplace Museum Includes above budget maintenance costs balanced by increased stock sales.
9	Democratic Services Contribution to election reserve detailed at point 14 – no spend on election costs during 24/25, invoices for the two by-elections held are awaited from LDC.
10	Investment Interest Interest rates on LCC accounts did not reduce as quickly as anticipated during 2024/25, and a higher than budget interest rate was secured on the reinvestment of council monies in January 2025.
11	Agency Additional sum received against budget from SCC for grass cutting.
12	Repairs and Renewals Below budget costs at Darwin Hall balanced by the need for lightning protection to be installed at Guildhall/Donagall House following insurer recommendation. Cabling upgrades in readiness for digital telephony, as included in the 2025/26 R&R budget, were largely completed and invoiced during 2024/25 due to contractor availability and are reflected in this out-turn
13	Community Infrastructure Levy (CIL) In-year movement based on CIL receipts and spend.

Note	Details
14	Total To/ (from) Balances - Contribution from Repairs and Renewals Capital Earmarked Reserve £ (102,071) - Contribution to CIL Earmarked Reserve £ 10,377 - Contribution from Grant Aid Earmarked Reserve £ (4,756) - Contribution to Election Reserve £15,000 - Contribution to Twinning Reserve £17,000 - Contribution to General Reserve £20,640 Total Transfer from Balances £ (43,810)
	Transfer From General Reserve to Repairs and Renewals Capital Earmarked Reserve As per Reserve Policy adopted by council 10/03/2025: - Contribution to Repairs and Renewals Capital Earmarked Reserve £207,127 - Contribution from General Reserve £(207,127)

Employee costs: The overall employee costs totalling £599,049 are recharged across all the budget heads in the table below reflecting an overall increase in direct employee costs of £2,039.

Central administration: The overall administration costs totalling £209,752 are recharged across all budget heads in the table below, reflecting an increase in service costs of £10,790. This is largely attributable to spend on IT provision, including new computers where the existing provision was not compatible with Windows 11.