

## **Job Description**

### **FINANCE OFFICER**

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC scale: 24-28 - £29,174 - £32,798

Responsible to: Town Clerk / Responsible Finance Officer – Line Manager

Responsible for: Finance Assistant

Purpose of job: Post holder to act as a lead member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Audit, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of Bacs and Zahara & Xero accounting systems and the generation of financial reports.

#### Duties:

1. To Line manage the Finance Assistant.
2. Manage and Oversee the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.
3. The completion of all statutory returns as required including end of year return and audit.
4. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
5. Manage and oversee the Purchase Order Processing System.
6. Manage and oversee the registering and clearing invoices for payment and processing the payment on to the Bank Account System.
7. Preparation of monthly accounts schedules for submission to Committees and Full Council and attend the meetings as required.
8. To prepare budget statement for committee, sub-committee as required. Including any necessary cash-flow & income and expenditure statements for council projects.
9. Processing, maintaining and updating S106, CIL Planning and other project accounts and reports as required.
10. Manage and oversee the raising of invoices for goods/services provided by Council.
11. Manage and oversee Debtors Credit Control by issuing final reminders, Court letters and contact customers regarding all outstanding debts.

12. Manage and oversee the Reconciliation of all Bank Accounts and operation of computerised Cashbook system.
13. To manage budgets, ensure correct coding and the production of management reports.
14. To ensure the Town Clerk as Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
15. To manage and oversee the asset and inventory registers.
16. To maintain, monitor and update insurances as required in line with the procurement of assets and other services acquired by the council.
17. To monitor the sickness, training and leave registers and to report as necessary to the personnel committee.
18. Create and maintain accurate Human Resources records on the council's HR database, the payroll system and manual files.
19. Undertake administrative duties in connection with personnel changes, variations in contracts and termination of staff contracts.
20. Work with line managers to ensure that all appropriate HR paperwork is completed for new starters.
21. Manage and administer the LGPS Pension scheme, communicating to staff their entitlements and the council is abiding by current legislation.
22. As requested by the clerk to prepare draft financial policies for consideration.
23. The preparation and submission of all documents and reports required for the precept process and submission and attend precept/budget meetings as required.
24. To manage the council's bank accounts and returns to ensure best value is being achieved.
25. To propose new procedures to the clerk in line with specialist financial knowledge.
26. To monitor that all financial procedures and regulations are been carried by all staff.
27. To attend meetings as required.
28. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.
29. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.
30. To undertake such duties as may arise from time to time commensurate with the position.
31. To wear the correct uniform provided by Saltash Town Council.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.