

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 Town Council meetings as directed by the Town Clerk).

NJC scale: 24-28 £31,099 to £34,723

Responsible to: Town Clerk / Responsible Finance Officer (RFO).

Purpose of job: To assist the Town Clerk / RFO in ensuring that the Town Council finances are correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk / RFO advise the Town Council and individual Councillors on financial matters in relation to subjects that are relevant to a Town Council function.

To assist the Town Clerk / RFO with Town Council finance duties and responsibilities on a day-to-day basis.

The Finance Officer will be a member of the Town Council Line Management Team and will cover for all duties of the Responsible Finance Officer and deputise when the RFO is absent from the office.

Duties:

1. To line manage the Finance Assistant.
2. To clerk meetings of the Town Council as required and in the absence of the Town Clerk RFO as directed by the Town Clerk / RFO.
3. Manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.
4. Preparation and completion of all statutory returns as required including end of year return, liaising with the RFO for review prior to submission.
5. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
6. Manage and oversee the purchase order processing system ensuring correct allocation of items to budget codes and best price is obtained.

7. Manage and oversee the registering and clearing invoices for payment and processing the payment on to the bank account system.
8. Preparation of monthly accounts schedules for submission to Committees and Full Town Council and attend meeting as directed by the Town Clerk / RFO.
9. To prepare budget statements for the Town Council Committees and Sub-Committees as required. Including any necessary cash flow, income and expenditure statements for Town Council projects.
10. Processing, maintaining and updating S106, CIL Planning and other project accounts and report as required.
11. Manage and oversee the raising of invoices for goods/services provided by the Town Council.
12. Manage and oversee debtor's credit control by issuing final reminders and contact customers regarding all outstanding debts.
13. Manage and oversee the reconciliation of all bank accounts and operation of computerised cashbook system.
14. To manage budgets, ensure correct coding and the production of management reports.
15. To ensure the Town Clerk as the Responsible Finance Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
16. To manage and oversee the asset and inventory registers ensuring all remain up to date and compliant.
17. To obtain insurances quotes and monitor as required in line with the procurement of assets and other services acquired by the Town Council liaising with the Town Clerk / RFO.
18. To monitor staff sickness, training and annual leave registers reporting to Town Clerk / RFO prior to the Personnel Committee meetings.
19. Manage and oversee that accurate Human Resources records are applied to the Town Council's BrightHR (annual leave, sickness, rotas) and BrightPay (payroll) software and manual files.
20. Manage and administer the Local Government Pension Scheme, communicating to staff their entitlements and ensure the Town Council is abiding by current legislation.

21. Preparation and completion of draft financial policies for the Town Clerk / RFO consideration.
22. Preparation and submission of all budgets and supporting reports required for the budget setting and precept submission working closely with the Town Clerk / Responsible Finance Officer during that period and attending Town Council meetings as required by the Town Clerk / RFO.
23. To manage the Town Council bank accounts and returns to ensure where possible that best value is being achieved.
24. To propose new procedures to the Town Clerk / RFO in line with specialist financial knowledge.
25. To monitor that all staff carry out financial procedures and regulations reporting concerns to the Town Clerk / RFO.
26. To attend training courses or undertake continuous professional development as required by the Town Clerk / RFO.
27. To identify areas where best practice, income generation and cost saving initiatives can be implemented liaising with the Town Clerk / RFO.
28. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
29. To undertake such duties as may arise from time to time commensurate with the position.

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 Town 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.