



RESPONSIBLE FINANCE OFFICER

JOB DESCRIPTION

Job Grade:	SCP 30 – 34 (depending on qualifications and experience)
Contracted Hours:	37 hours per week
Contracted Days:	Monday — Friday inclusive
Contract Type:	Full Time — Permanent
Responsible To:	Town Clerk
Based At:	The Town Hall, Jaycroft Road, Burnham on Sea TA8 1LE
Car User:	Casual User Only

Key Functions:

- The post holder will be responsible for the administration of all the financial affairs within the Town Council, as described in S.151 of the Local Government Act 1972 & Accounts and Audit Regulations 2003, section 2(2)(a).
- Provide day-to-day financial management of the Town Council under the direction of the Town Clerk.
- To manage the Town Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice.
- To ensure that the Town Council complies with the Financial Regulations as approved from time to time by the Council.

Main Duties and Responsibilities:

1. Establish, maintain and review a sound system of internal control and arrangements for the management of risk, and prepare and publish an annual statement of internal control and seek the council's approval of such statement every year.

2. To manage insurance cover and risk and ensure that claims are processed as necessary. Report annually to the Council on insurance risk covered. To ensure that fidelity guarantee insurance is provided.
3. Determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date, and determine the accounting control systems and ensure that they are observed.
4. Prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
5. To advise the Town Clerk on legislative changes that may impact on the Town Council's financial and administration services, and to ensure that all related Town Council policies and procedures are maintained and up to date at all times.
6. Prepare draft estimates which, when approved by the Council, will form the annual budget for the year, and to report thereon as necessary.
7. Submit the precept to the district council/unitary authority at the correct date and to provide any figures required.
8. Bank regularly all money received by the Council.
9. Ensure that all money due to the Council is billed and collected promptly.
10. Manage the cash flow and control investments and bank transfers.
11. Take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any lawful deductions for income tax, National Insurance and pension fund contributions or other.
12. To take overall responsibility for the prompt submission of VAT return forms or repayment claims.
13. Verify, analyse for accounts purposes, and authorise suppliers' invoices for recommendation for payment.
14. Prepare the accounts and the annual return for the council each year and submit them to council for approval and to the auditor when required.
15. To supply information to and be present during internal auditor visits.
16. Maintain the Council's Asset Register.
17. Advise the Council or Committees as to the adequacy of reserves, having regard to the Council's risk assessments.
18. Work in partnership with the Town Clerk and Senior Management Team on procurement, tenders, contract and other relevant work. Oversee quotes and tenders for works, goods, contracts and services as required or requested by Committees or the full Council. Ensuring all contracts comply with the Council's Standing Orders and Financial Regulations.
19. Administer the community grants process.

20. Regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.
21. To be the joint Lead Officer for the Finance Committee. Attend Finance and Resources Committee meetings.
22. Provide reports to meetings of the Council and its other Committees when required.
23. Ensure financial records are updated and put into the public domain when required e.g. on the council's website.
24. Ensure that a record of all of the Council's Leases and Licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.).
25. Ensure understanding, compliance and cooperation with the policies, procedures, strategic plans and any other directives of the Town Council.
26. Being aware and compliant with General Data Protection Regulations.
27. To undertake any other duties required by the Town Council consistent with the level and scope of the post.