

## SHINFIELD PARISH COUNCIL

### FINANCE MANAGER (June 2018)

<b>Job Title</b>	<b>Finance Manager</b>
<b>Based at</b>	<b>Shinfield Parish Office</b>
<b>Reporting to</b>	<b>Parish Clerk</b>
<b>Hours per week</b>	<b>18.5</b>
<b>Salary</b>	<b>£23K - £27K pro rata, negotiable according to qualifications and experience</b>

#### **Job Purpose**

To report to the Parish Clerk who is the Responsible Finance Officer of the Council. To be responsible for the day to day management of the Council's financial operations and manage the Council's financial system.

#### **Overall Responsibilities**

To be responsible for the management of the Council's financial operations by:

1. Organising and carrying out the financial transactions of the Council in accordance with the relevant financial regulations and the Council's Standing Orders;
2. Creating a timetable of significant events e.g. budget submissions, VAT or PAYE returns;
3. Maintaining all financial records in a clear and ordered way and in accordance with the relevant financial regulations and Council Standing Orders, adhering to best practice at all times;
4. Establishing a BACS payment system in order to minimise cash handling;
5. Invoicing, receiving and reconciling all income received and when appropriate making arrangements for it to be banked in accordance with insurance requirements;
6. Supporting the Clerk in ensuring that the Council's computer systems, telephony, and other office equipment, including CCTV, are maintained to the highest standard, and support enhancements and improvements as appropriate;
7. Responsible for all procurement purchasing in line with agreed procedures, and contract negotiation for regular and one-off contracts to ensure best value for money in the maintenance and improvement of the Council's facilities and compliance with Standard Finance Instructions;
8. Managing cash flow, bank transfers and cheques using outsourced provider;
9. Making all tax, VAT and National Insurance returns and ensuring that records of these are maintained and kept up to date;
10. Preparing all payments for approval by Members in accordance with Standing Orders, ensuring they are recorded in the computerised financial system;
11. Regularly reviewing the expenditure and income of the Council on overdue invoiced items and significant payments to be made;
12. Maintaining staff payment and timesheet records, ensuring that all employees are paid according to their contract and conditions of service utilising third party software;
13. Assisting the Clerk to administer the council's grants process;
14. Accounting for council's leaseholds and freeholds and plans for future development, in conjunction with the Deputy Clerk and Facilities Team Leader;

15. Managing appropriate financial information systems and identifying options for managing any changes to the accounting and financial information systems.
16. Providing actual versus budget analysis to committees and full Council, liaising with members on any significant items of expenditure or income;
17. Delineation between Cap Ex / Op Ex accounting and accounting conventions to be followed;
18. Assisting the Clerk/Responsible Financial Officer in the preparation of the accounts for auditing, in accordance with the Accounts and Audit Regulations and Best Value Practices;
19. Liaising with the Council's appointed Internal Auditor during internal audit procedures;
20. Maintaining records relating to the Council's investment portfolio;
21. Providing guidance to members on financial best practice and overseeing financial procedures.

### **Specific Responsibilities**

1. Responsible for preparing regular financial reporting for the Council and each committee and attend the Finance and General Purposes Committee as required;
2. Responsible for preparing revised revenue, expenditure and reserve budget estimates for the following financial year and strategic plans;
3. Responsible for maintaining and updating employee details e.g. address contact details, holidays, sickness, salary payments, pension contributions, Childcare Vouchers;
4. To keep well informed on staff conditions of service, changes in regulations regarding National Insurance, PAYE, VAT, SSP, Superannuation, and to carry out necessary adjustments to existing schemes;
5. To generally oversee the management of financial matters and systems throughout the Parish Council's services, liaising and advising as appropriate.

## **PERSON SPECIFICATION**

The person specification focuses on the knowledge, skills, experience and qualifications required undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

### **Knowledge and Experience**

- Proven knowledge of RBS Omega or other similar financial systems;
- Experience of running employee payroll and benefit (pension) contribution schemes;
- Financial budget monitoring / management skills;
- Ability to provide strategic advice on expenditure/income and analyse the impact of a range of financial options on expenditure/income and budgets;
- Proficiency in Microsoft Office suite;
- Part qualified accountant e.g. AAT level 3 or qualified by experience.

### **Skills and Personal Attributes**

- Self-motivated;
- Excellent organisational ability to prioritise workload, work independently and to agreed deadlines/targets;
- Excellent written and oral communication skills;
- Ability to work co-operatively as part of a team;
- Tact, diplomacy, confidentiality and sensitivity;
- Ability to problem solve and troubleshoot;
- Ability to formulate ideas and solutions and present them effectively;
- Able to travel to external meetings within the Borough.