



# **Stanley** **Town** **Council**

**POST TITLE:** Finance Officer

**POST NUMBER:** STC007

**GRADE:** Grade 7 SCP 24 - 28

**LOCATION:** Your main place of work will be the Civic Hall Stanley, however you will also be required to work from other council locations covered by the remit of Stanley Town Council

## **RELEVANT TO THIS POST:**

**Working Hours:** 37 hours a week

**Flexible Working:** Subject to service needs the Council's flexible working policy is applicable to this post.

**Disclosure & Barring Service:** N/A

## **ORGANISATIONAL RELATIONSHIPS:**

This role reports directly to the Deputy Town Clerk .

## **DESCRIPTION OF ROLE:**

The post holder will assist the Deputy Town Clerk and the Responsible Financial Officer (Town Clerk) in all aspects of ensuring the satisfactory management of the Council's financial affairs.

## **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

### **Expenditure**

- To maintain a suitable ordering system.

- To provide a full accounts check and payment services, coding and recording all transactions in accordance with the Councils Financial Regulations and procedures.
- Submitting cheques to Committee for approval, signature and payment, or equivalent internet banking arrangements.
- The calculation of payroll and the oversight of the payment of PAYE, NI and superannuation.
- Monitoring and reporting of all payments made by BACS and other forms of electronic transfer

### **Income and Banking**

- The collection of income from the Councils establishments, including taking payments from Council customers in cash, card, or other electronic means.
- The recording and monitoring of all income received by the Council and related accounts.
- The preparation, sending out and monitoring of invoices for income due to the Council.
- To take appropriate action to recover any debt/invoice outstanding, make recommendations to Operations Manager/Deputy Town Clerk on any debt recovery issues.
- The reconciliation and banking of all income received by the Council.
- Reconciliation of the Councils bank account.

### **Suppliers**

- Liaison with customers and suppliers in relation to the payment of invoices or disputes/ queries concerning invoices, and instigate recovery action if required.
- Periodically conducting market testing to ensure that regular suppliers of goods and services constitute value for money.

- Assisting with the procurement and supply of new services, including the evaluation of potential new suppliers and financial information provided as part of any tender/ procurement process.

### **Budget Preparation and Budget Monitoring**

- To assist the RFO (Town Clerk) in the preparation of the Councils annual estimates, monitoring expenditure against of the same, and providing regular expenditure reports.
- To ensure the efficient management of budgets and accounts, to ensure targets are met in relation to preparation and reporting.

### **Project Support**

- To provide support, monitoring and advice to individual budget holders on the management of the individual budget, and identify and highlight any issues or concerns.
- To assist with the evaluation of potential claims for grant funding.
- To ensure value for money for the Town Council through assisting with the monitoring of expenditure

### **Closing of Accounts**

- To assist in the preparation of the closing of accounts in accordance with the Audit and Account Regulations including pre payments, sundry creditors / debtors, working trial balance, consolidated revenue account, consolidated balance sheet, cash flow statement and fixed assets register.

### **VAT**

- The checking, recording, payment and reclaiming of VAT, and assisting with the preparation of the de-minimus calculation.

### **Records**

- To maintain all necessary financial records.
- To lead on the management of the Town Councils financial records and producing Financial Management Statements and reports relating to the Councils areas of operation, including assisting with the presentation of the reports to Committee and Council.

- To work with officers and members reviewing and developing the presentation of financial information to Committee and Council.
- Prepare information for Audit as requested, and act on any recommendations to ensure any required controls are put in place and subsequently maintained.
- Participate in training initiatives.

The above list is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Deputy Town Clerk and/or Town Clerk

## **COMMON DUTIES AND RESPONSIBILITIES**

### **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service's requirements are met and that the highest standards are maintained.

### **Communication**

To assist in the establishment and management of team communications systems ensuring that the Council's procedures, policies, strategies and objectives are effectively communicated to all team members.

### **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Council's stated objectives of continual improvement in quality of its service to internal and external customers.

### **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

### **General Management**

The post holder will not have any direct line management responsibility. The post holder however will function as a key member of the Council's core service team and will be expected to demonstrate effective personal discipline and contribute in a positive way

towards the Council's vision whilst ensuring they are able to work within the Council's overall policy framework.

### **Financial Management**

The Finance Officer will be instrumental in ensuring that the Council achieves value for money in all of its activities through the monitoring and control of expenditure and the early identification of any financial irregularities.

### **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

### **Equality and Diversity**

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

### **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

### **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.