

Ringwood Town Council

Job Description

Job Title: Finance Manager

Post Number: TC10

Responsible to: Town Clerk

Hours of Work: 21 hours per week

Leave Entitlement: 24 days plus one statutory day and an additional 3 days after five years' service (calculated on a pro rata basis to full-time hours of 37 hours per week)

Main Areas of Responsibility:

- 1) To undertake the role of Responsible Finance Officer to the Town Council appointed under the provisions of Section 151 of the Local Government Act 1972 (which includes being directly accessible by and accountable to councillors as well as responsible to the Town Clerk and being required to attend all relevant committee meetings having ensured in advance that all relevant reports have been properly prepared and circulated with the meeting agendas).
- 2) To manage the Council's finance team and ensure it provides a complete financial and accounting service for the Council.
- 3) To ensure that proper practices are applied and best professional standards are maintained at all times to the Council's finance functions.

Main Duties

- 1) To be responsible for:-
 - (i) the management and review of the Council's financial management information systems;
 - (ii) the preparation of the Council's expenditure plans and revenue and capital budgets;
 - (iii) the monitoring of the Council's income and expenditure and the preparation of budgetary control reports to the Policy & Finance Committee;
 - (iv) the preparation and production of the Council's final accounts and statutory financial returns.
- 2) To be responsible for:-
 - (i) the payment of invoices and petty cash disbursements;
 - (ii) the raising of debtors' accounts and follow-up action;
 - (iii) advising on VAT issues, and preparing, reconciling, and submitting quarterly VAT returns;
 - (iv) reconciling the Council's bank accounts monthly;

- (v) managing the Council's bank accounts to meet cash-flow requirements, and to maximise interest earnings in accordance with the Council's treasury management policy.
- 3) To prepare Annual Governance and Accountability Returns (AGAR) in accordance with the proper practices as described in the Practitioners' Guide issued by the Smaller Authorities Proper Practices Panel (SAPPP).
- 4) To manage and supervise the work of the Finance Officer.
- 5) To liaise with the appointed internal auditor and external auditor regarding the Council's financial internal controls and final accounts.
- 6) To prepare cost statements as required.
- 7) To maintain the Council's Asset Register, advise on its insurance requirements and arrange cover in accordance with members' decisions.
- 8) To keep under review the Council's Financial Regulations and those of its Standing Orders which bear on its finance functions, advise on changes and ensure compliance.
- 9) To carry out annual financial risk assessments.
- 10) To advise upon and keep under review all contracts, leases and other ongoing financial commitments or entitlements.
- 11) To manage payroll administration (currently outsourced to an external contractor).
- 12) To attend all meetings of the Council's Policy & Finance Committee unless specifically excused attendance.
- 13) To undertake such other duties as may be required from time to time commensurate with the level of the post.