



**TAVISTOCK TOWN COUNCIL**  
**ROLE PROFILE**

**OFFICE & FINANCE MANAGER**

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**GRADE: 6**

**REPORTS TO: Town Clerk**

**MAIN PURPOSE OF THE JOB:**

To be responsible for the day to day management of the Council's Corporate Support Services including, but not limited to: finance, democratic services, human resources, information management and the supervision of the finance and administration service.

The postholder will also:

- a) work closely to the Assistant to the Town Clerk, and be familiar with arrangements associated with property management, civic ceremonial and the HR policy framework;
- b) undertake reviews of, and contribute to, procurement of services/activities associated with the responsibilities of the role;
- c) co-ordinate and keep up to date relevant policies of the Council;

Key objectives for the first 18 months: to review the information management arrangements of the Council.

**SUMMARY OF RESPONSIBILITIES AND DUTIES:**

**Corporate Responsibilities**

1. Finance - to be responsible for the effective and timely operational delivery of the Council's financial processes, related systems/measures of control and assurance and ensuring compliance with sector (such as the current version of Governance & Accountability for Smaller Authorities in England – Practitioners' Guide), accounting, statutory and organisational requirements, best practice and the management of risk and insurance. This will include, but not be limited to, the proper management and processing of: bank accounts, cashbook, receipts and payments, VAT/Tax, Payroll and Pensions, debts, revenue and reserve funds, Audit, Insurance, the Rolling Capital Programme (RCP), grants, charities and Fixed Asset Register (FAR). Also to monitor compliance against, and contribute to, the development of the organisational Budget and Accounts and relevant financial policies/systems and procedures.

2. Information – to lead on good practice and compliance in relation to organisational information management and data protection including the care, maintenance, processing and security of data and information, and to serve as a co-ordinating resource for complaints, FOI, EIR and SAR requests. Also to oversee website accessibility compliance/content and organisational information management systems.
3. Democratic Services – to be responsible for provision of effective and legally compliant democratic and related support services to the Council including, but not limited to: the Member lifecycle, Member support, training and development, the lawful administration of Meetings and related activities and systems. This will also include familiarity with the Civic Ceremonial functions of the Council, together with liaison with the ATTC regarding availability of resources.
4. To lead on time limited projects for the organisation including, but not limited to, the procurement of professional services (e.g. Legal, HR, Insurance, Audit, Surveyor, Accountancy etc), and the review of various organisational policies and procedures appertaining to the responsibilities of the post.
5. Human Resources – to lead on operational arrangements for organisational staff/member onboarding/offboarding, associated records and systems (for example leave and timesheets, staff records, contracts etc), and work closely with the ATTC regarding the associated policy framework.
6. Property Management – to be familiar with arrangements for the letting/management/recovery of Council properties and related matters, working closely with the Works Dep't, ATTC, Surveyor and Legal Services so as to enable a seamless property service.

### **Departmental Responsibilities**

1. Responsibility for the development, management and co-ordination of the Office Team, the resources for which it is responsible, and the services it delivers, including associated records, archives, contracts, systems and arrangements together with associated workplace/premises security and Health & Safety.
2. Leading on the formulation, development and delivery of service operational and related management plans and to monitor, review and improve service processes and related arrangements (including reporting to Council and committees) to ensure the service performs successfully with responsibility for the fitness for purpose of, and adherence to,

departmental plans, systems, processes and similar together with associated inspections, record keeping and remedial action as necessary.

3. Supporting the Council and community events and activities including stakeholder engagement and partnership working.
4. Responsibility, in consultation with the Line Manager, for the revenue budgets relating to the work of the team.
5. Liaison with designated professional and other service providers in relation to the duties attaching to the role.

**Other**

6. To comply with statutory, sector and organisational requirements and best practice and contribute positively to the business of the Council.
7. To undertake such other duties as may be required by the Council from time to time, including training and professional development, as may be deemed necessary and as are commensurate with the grading of the post.