Job Description
(PERMANENT POSITION)

Job Title
Financial Officer

Duration
The role is a permanent position

Responsible to
The Office & Finance Manager

MAIN PURPOSE OF THE ROLE

1. Provision of a flexible, efficient and effective internal financial support service for the operations of the Council and reporting to the Office & Finance Manager & RFO on organisational financial, accounting and related functions.
2. The role also provides support to the Office & Finance Manager discharging their responsibilities including, in their absence, undertaking certain administrative/office duties as required, and supporting effective operation of the office.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Corporate Responsibilities

1. Ensuring and maintaining compliance with legal, sector and organisational standards of financial compliance and probity and the associated operation of the financial systems of the Council.
2. Double entry bookkeeping duties including the maintenance of income and expenditure accounts.
3. Purchase Ledger administration including processing of Purchase Orders and preparation of invoices for payment. Ensuring there is accurate coding to budget heads and documents are authorised according to the Council's Financial Regulations. Preparing regular payment runs, ensuring internal audits are carried out, preventing potential fraudulent activity.
4. Sales Ledger administration including preparation and issuing of all debtor invoices, VAT calculations, coding to the correct budget heads, monitoring payments and starting debt collection procedures by issuing 1st Stage letters for overdue accounts, in accordance with the Council's Debtors Policy.
5. Preparation and issuing of rental invoices, the issuing of stage letters to Debtors, in accordance with the Council's Debtors Policy.
6. Completing Month End closedown, including checks and journals and virements. The issuing of Month End reports, including income and expenditure, to RFO and department managers.
7. Administering salary and wages from start to finish including processing starters and leavers, National Insurance, PAYE and SSP calculations and similar, superannuation (administration of the LGPS including auto-enrolment), the payment of weekly and monthly emoluments and expenses claims for staff and Members and associated records. Completion of Month

End and Year End Payroll and superannuation processes and associated reporting.

8. Inputting of cashbook entries ensuring there is a monthly reconciliation of bank statements, the reconciliation of Petty Cash accounts, and the reconciliation and completion of VAT and Tax Returns.
9. Cash flow forecasts and preparation of financial information for Council Meetings, including the preparation of the schedule of payments and budget monitoring reports monthly and assisting with the drafting and management of the Budget and associated Precept documentation. End of Year accounting and presentation of accounts to external Auditor
10. The supervision of internal accounting functions such as:
    i. Petty Cash floats
    ii. Cash and Card Receipts
    iii. Goose Fair Park & Ride Scheme receipts
    iv. Town Hall Booking deposits/payments
11. Liaising, as required, with the Council's external Accountant and Auditor and implementing their recommendations as appropriate.
12. Assisting the Office and Finance Manager with the preparation for regular Audits and visits from the accountant.
13. Assisting the Office and Finance Manager in researching, applying for and securing grants and/or other funding to support the Council and its activities
14. To assist in maintaining appropriate records and processes, including of financial support for Town Council initiatives and projects as required by the specific project.
15. To provide support for such other organisational systems and processes (such as, but not limited to, the fixed asset register,, grant applications, tendering and procurement, projects/initiatives, insurance, website,, data/information management, review and development of financial and related systems and processes, risk management etc) as required.

Departmental Responsibilities

1. To properly maintain and populate departmental financial systems including payroll, pensions and payments including associated ledgers and records to ensure probity in financial management.
2. Overseeing the regular banking of monies and maintenance of cash sheets.
3. Maintain the Council's banking facilities, including online users and regular reviews of the bank mandate.
4. Providing coaching, training and guidance to the Office Administrator (Financial Support) post holder, in the financial duties associated with that role - and to other staff utilising aspects of the Councils financial systems as appropriate with a particular focus on system compliance and familiarity.
5. To co-ordinate day to day administration office activities in the absence of the Office and Finance Manager.
6. To provide reception and associated administration cover when required in times of absence.
7. To process correspondence and communications pertaining to the work of the service. To ensure that all matters are dealt with efficiently and within relevant timescales and deadlines.
8. To provide support property management, democratic/civic services and Council led events as/if required.
9. To support the Office and Finance Manager in administration duties in relation to information management.
10. To maintain appropriate levels of continuing professional development, undertake training associated with the work of the service.
11. To undertake such other duties as may be required by the Council from time to time and as are commensurate with the grading of the post.