

LYMINGTON AND PENNINGTON TOWN COUNCIL

JOB DESCRIPTION

Title of Post:	Responsible Finance Officer
Hours:	18 hrs per week
Grade:	£38,237- £41,967.00 (Pro Rata) SCP 43-47
Responsible For:	Accounts/Admin Assistant
Reports to:	CEO/Town Clerk
Location:	Town Hall, Lymington

1. Main Purpose

- 1) To undertake the role of Responsible Finance Officer appointed under the provisions of Section 151 of the Local Government Act 1972.
- 2) To provide a complete financial and accounting service for the Council.
- 3) To ensure that best professional standards and practices are applied to the finance function.
- 4) To ensure compliance with Statutory obligations in relation to financial matters.

2. Position within the Organisation

The post holder is responsible to the CEO/Town Clerk

3. Main Duties

1) To be responsible for:-

- (i) management and review of the Council's financial management information systems;
- (ii) preparation of the Council's expenditure plans and revenue and capital budgets;
- (iii) preparation of strategic medium-term financial plans, linked to Town Council's overall strategic policy plans;
- (iv) monitoring of the Council's income and expenditure and the preparation of budgetary control reports to the Policy & Resources Committee;
- (v) preparation and production of the Council's final accounts and statutory financial returns;
- (vi) implementation of a framework of policies, practices and internal controls to ensure good corporate governance.

- 2) To be responsible for:-
 - (i) the payment of invoices and petty cash disbursements;
 - (ii) reviewing debtors' accounts and follow-up action;
 - (iii) advising on VAT issues, and preparing, reconciling, and submitting quarterly VAT returns;
 - (iv) reviewing the Council's bank account reconciliations 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;
 - (vi) preparation of the Council's treasury management strategy and investment policy;
 - (vii) preparation of returns to the Audit Commission and other government agencies.
- 3) To assist with obtaining grants for the Council.
- 4) To manage and supervise the financial work of the Accounts Asst & Office Manager.
- 5) To liaise with the appointed internal auditor and external auditor regarding the Council's financial internal controls and final accounts.
- 6) To advise on the Council's insurance requirements.
- 7) To review regularly the Council's Financial Regulations, Standing Orders as to Contracts and other governance policies and ensure compliance.
- 8) To carry out annual financial risk assessments.
- 9) To prepare an Asset Register and Asset Management Plan.
- 10) To advise on the financing of capital expenditure.
- 11) To administrate the finances for the Rookes Charity Trust.
- 12) To undertake such other duties as may be required from time to time commensurate with the level of the post, and, in particular, to provide cover for other staff.

Person Specification: Responsible Finance Officer

Criteria	Essential	Desirable	Method of Assessment
Education	<p>Good general education with a minimum of 5 GCSEs, or equivalent including English and Maths</p> <p>Qualified accountant.eg CIMA or CCAB</p> <p>Good knowledge of financial and governance legislation, regulations and codes of practice relevant to local authorities.</p>	Educated to A Level standard	Application
Experience	<p>Minimum 5 years' experience in accounting</p> <p>Excellent knowledge of financial and governance legislation, regulations and codes of practice relevant to local authorities.</p>	<p>Knowledge of Sage accounting system</p> <p>Good presentation and inter-personal skills</p>	Application/ Interview
Skills & Knowledge	<p>Excellent IT skills and extensive knowledge of Sage Accounting & Microsoft Office software</p> <p>Good presentation skills</p>	<p>Knowledge of local government law, administrative and committee procedures and planning law</p>	Application/ Interview
Personal Qualities	<p>Excellent inter-personal, communication and co-ordinating skills.</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to work accurately under pressure with minimal supervision</p> <p>Positive, right first time attitude</p> <p>Ability to work both alone and harmoniously with staff and public</p> <p>Trustworthiness with confidential information</p> <p>Ability to work on own initiative and anticipate problems and solve them</p>		Application/ Interview
Other	<p>Flexible and able to attend evening meetings and work additional hours when required</p>	Clean driving licence	Application