



HOUGHTON REGIS TOWN COUNCIL

Job Description – Finance Manager

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| Job Title: | Finance Manager |
| Spinal Point Range: | SCP 25-28 Pro Rata |
| Hours of Work: | 21 hours per week When office based this role requires a 9am start time |
| Location: | Council Offices, Peel Street, Houghton Regis Hybrid working may be offered |
| Job Summary: | To undertake the financial activities of the Council within the legal and statutory framework. |
| Responsible to: | Head of Corporate Services |
| Responsible for: | Finance Support Officer |
| Committee Responsibility | None |

Key Areas of Responsibility

- To work within the legal, statutory, policy, financial, health & safety framework
- To manage the councils' financial affairs in order to comply with current legislation, statements of recommended practice and accounts codes of practice and Financial Regulations
- To manage the day-to-day financial administration of the Council
- To assist the RFO in preparing draft budget estimates for council consideration
- To assist with the implementation of the Council's strategic development plan as relevant

Specific Duties & Responsibilities

Corporate management

- To comply with the Council's policies specifically including, but not restricted to, Standing Orders and Financial Regulations
- To manage and maintain the Council's asset and inventory register

Financial Management

- To support the delivery of the Council's financial obligations
- To support the senior management team with budget monitoring and preparation
- To support the senior management team with financial forecasts that align with the town council's strategic plans



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- To assist the RFO with the internal and external audit processes, the year-end accounts process and the Annual Return process
- To upkeep associated records
- To monitor and report on the Council's investments and to seek new investment opportunities
- To work with the RFO to ensure compliance of the Council's internal control processes and to identify areas for improvements
- To complete monthly reconciliations and reports and to advise the RFO of any arising issues
- To provide meaningful, informative, monthly accounting data to the Clerk/Head of Corporate Services as soon as each month end clearance has been made
- To work with the RFO on utility contract renewals
- To manage the council's annual insurance policy, adjust during the year as required and to manage any insurance claims

Financial Operations

- To complete investment transfers
- To oversee the processing of receipts including invoice generation, receipt processing and debtor management
- To oversee the processing of orders including managing the purchase order system, order authorisation, invoice allocation
- To process payments including making payments, allocating invoices, creditor management
- To complete quarterly VAT returns
- To monitor Council loans
- To manage the petty cash system and petty cash reconciliation
- To complete Council banking including online bank account management, BACS payments, CHAPS payments, direct debit and standing order management, deposit management
- To complete pension information, liaising with the town council's payroll/pension provider, ensuring payments are made to Bedfordshire Pension Fund.
- To manage supplier accounts
- To review all standing committee minutes and implement any resulting financial actions or recommendations
- To provide support to the Head of Corporate Services & RFO in administering the Town Council Investments

Leadership and Support

- To manage, guide, train and mentor the Finance Support Officer
- To provide guidance to staff on financial matters as required
- To provide advice and support to elected members and committees of the Council as required



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Health & Safety Management, Administration & Compliance

- To personally follow the requirements of the Health & Safety at Work Policy of the Town Council

Other

- To assist with providing staff cover within the scope of the role
- To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
- To assist with reception duties as required (office staff)
- To support council events as required
- Some evening and weekend work may be required
- Such other duties within the range and scope of the job as may be required from time to time.

Employment Provisions

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| Terms and Conditions | NJC for Local Government Services |
| Benefits | The post is eligible to join the Superannuation Local Government Scheme |
| Annual leave | 23 days annual leave, plus 3 additional days after 5 years LG service Public Bank Holidays, 2 additional statutory days Pro Rata |
| Working hours | 21 hours per week |
| Key holder | Yes – Office |
| Call out | No |
| First aider | Discretionary |
| Car allowance | Casual car user |

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder:



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| Signature of Postholder: | |
| Date: | |
| Signature of Town Clerk: | |
| Date: | |