

JOB DESCRIPTION

- 1. POST TITLE:** Senior Finance Officer
- 2. GRADE:** NJC Scale 24 – 28
(£33,076 – £36,648, pay award pending)
- 3. LOCATION:** Your normal place of work will be in the main Council HQ offices at Spennymoor Town Hall. Hybrid working from other locations such as your home may be agreed subject to the requirements of the role and wider team.
- 4. RELEVANT TO THIS POST:**
 - Car User Status:** Casual car user allowance
 - DBS:** This post is subject to standard disclosure
 - Telephone:** A mobile telephone will be provided
- 5. ORGANISATIONAL RELATIONSHIPS**

The post holder is a member of the Council's Management Team and reports directly to the Town Clerk/Responsible Financial Officer (RFO).
- 6. DESCRIPTION OF ROLE**

The Senior Finance Officer (SFO) will assist the Town Clerk / RFO in ensuring that the Town Council finances are correctly run according to the relevant regulations, legislation and policies. This will include providing a high standard of service leading key financial operational functions.

In liaison with the Town Clerk / RFO, the SFO will advise the Town Council and individual Councillors and staff members on financial matters.

The SFO will take the lead role on Town Council finance and administration duties and responsibilities on a day-to-day basis.

The SFO will be a member of the Town Council Management Team and may be required to deputise when the Town Clerk/RFO is away from the office.
- 7. DUTIES & RESPONSIBILITIES SPECIFIC TO THIS POST**
 - i. To line manage the Finance & Admin team
 - ii. Manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.
 - iii. Preparation and completion of all statutory returns as required including year end accounts and the Annual Governance & Accountability Return, liaising with the RFO for review prior to submission.
 - iv. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.

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- v. Manage and oversee the purchase order processing system ensuring correct allocation of items to budget codes and best price is obtained in line with the council's procurement policy and financial regs.
- vi. Manage and oversee the registering and clearing invoices for payment and processing the payments on to the bank account system.
- vii. Preparation of monthly accounts schedules for submission to Committees and full Council meetings and attend occasional meetings as directed by the Town Clerk / RFO.
- viii. To prepare budget statements for the Town Council, Committees and Sub-Committees as required. Including any necessary cash flow, income and expenditure statements for Town Council projects.
- ix. Manage and oversee the raising of invoices for goods/services provided by the Town Council.
- x. Manage and oversee debtor's credit control by issuing final reminders and contact customers regarding all outstanding debts.
- xi. Manage and oversee the reconciliation of all bank accounts and operation of the computerised cashbook system.
- xii. To manage budgets, ensure correct coding and the production of management reports.
- xiii. To ensure the Town Clerk as the Responsible Finance Officer is notified immediately regarding any significant financial issues or occurrences.
- xiv. To manage and oversee the Council's asset and inventory registers ensuring that they remain up to date
- xv. To observe and champion the Council's Standing Orders and Financial Regulations for contracts and procurement, ensuring that goods and services are procured with openness, transparency and best value.
- xvi. To monitor staff sickness, training and annual leave registers reporting to Town Clerk / RFO.
- xvii. Manage and administer the Town Council's interactions with the County Durham Local Government Pension Scheme, communicating to staff their entitlements and ensure the Town Council is abiding by current legislation.
- xviii. Preparation and completion of draft financial policies for the Town Clerk / RFO consideration.
- xix. Preparation and submission of all budgets and supporting reports required for the annual budget setting and precept submission processes, working closely with the Town Clerk / RFO.
- xx. To attend training courses or undertake continuous professional development as required by the Town Clerk / RFO.
- xxi. To identify areas where best practice, income generation and cost saving initiatives can be implemented liaising with the Town Clerk / RFO.
- xxii. To be jointly responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

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xxiii. To undertake such duties as may arise from time to time commensurate with the position.

COMMON DUTIES AND RESPONSIBILITIES

8.1 Quality Assurance

In conjunction with the Town Clerk, to set, monitor and evaluate standards of individuals, team performance and service quality so that the user and the Service's requirements are met and that the highest standards are maintained. To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

8.2 Communication

In conjunction with the Town Clerk, to establish and manage the team communications systems ensuring that the Council's procedures, policies, strategies and objectives are effectively communicated to all team members.

8.3 Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Council's stated objectives of continual improvement in the quality of its services to internal and external customers.

8.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

8.5 Finance Management

To provide vision and leadership to staff within the Finance and Administration team, ensuring that effective systems are in place for workload allocation and management, the application of the Town Council's policies and procedures, including those relating to equality, supervision and appraisal (in conjunction with the Town Clerk) and all aspects of their performance, personal development, health and welfare.

8.6 Financial Management

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

8.7 Appraisal

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

8.8 Equality and Diversity

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As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Spennymoor Town Council.

8.9 Confidentiality

All members of staff are required to undertake that they will not divulge to anyone, personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.

8.10 Induction

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

PERSON SPECIFICATION – SENIOR FINANCE OFFICER

	Essential	Desirable	Method of Assessment
Qualification	<p>A relevant finance-related qualification at level 3 or above (e.g. AAT Level 3 diploma, or equivalent)</p> <p>Evidence of Continuing Professional Development.</p>	<p>Full Professional Accounting Qualification to ACCA/CIPFA standard or equivalent.</p> <p>CiLCA (Certificate in Local Council Administration)</p>	<p>Application form</p> <p>Selection process</p> <p>Pre-employment checks</p>
Experience	<p>Previous working experience in finance role(s).</p> <p>Experience of preparing and presenting financial management reports to senior stakeholders.</p> <p>Experience of producing year end accounts.</p> <p>Experience of budget setting.</p> <p>Experience of governance functions – producing, reviewing, revising policy and processes.</p> <p>Experience of dealing with VAT and other taxation matters</p>	<p>Supervisory/Management experience</p> <p>Experience of SAGE 50 Financial Management systems.</p> <p>Experience of managing a payroll service.</p> <p>Experience of managing insurance arrangements.</p> <p>Experience of public sector procurement processes.</p> <p>Experience of seeking external funding and dealing with funding applications.</p> <p>Experience of Data Protection and Freedom of Information legislation and the UK General Data Protection Regulations.</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

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<p>Skills/knowledge</p>	<p>Ability to communicate effectively both verbally and in written form.</p> <p>Good report-writing skills.</p> <p>To work under pressure and to tight deadlines.</p> <p>Good working knowledge of the MS365 software suite.</p> <p>Aptitude for problem solving.</p>	<p>Knowledge of local government or public sector financial systems.</p> <p>Good working knowledge of public sector procurement rules/processes.</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
<p>Personal Qualities</p>	<p>Welcomes working as part of a team.</p> <p>Pleasant manner when dealing with colleagues and customers.</p> <p>Enthusiastic and self-motivated. Able to self-organise and work to own initiative at times.</p> <p>Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).</p> <p>Will be required to have a flexible approach to working hours as attendance at some evening meetings and very occasional weekend events is essential.</p>		<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>