



Seaford Town Council

## **JOB DESCRIPTION**

### **Finance Manager**

Responsible to: Responsible Finance Officer

Responsible for: Finance Assistant

Grade: SCP 26 - 32

Hours: 37 hours per week

#### **1. Job purpose:**

Day-to-day supervision and processing of the Council's financial functions and the work of the Finance Assistant. A member of the Officer's Management Team.

#### **2. Areas of Day-to-Day Responsibility**

Accounts Management  
Budgets & Financial Monitoring/Predictions  
Insurance  
Risk Management  
Tender evaluations process  
Internal Controls  
External & Internal Audits  
Annual Return & Accounting Statements  
Financial Project Feasibility Studies  
Payroll & Pensions  
Borrowing  
VAT  
Financial Risk  
IT and Telephony  
Financial Policies

#### **3. Duties & Responsibilities**

- 3.1 To supervise, and undertake as appropriate, all aspects of the day-to-day financial management of the Council.
- 3.2 To assist the RFO in developing financial policies.
- 3.3 To assist with producing outline budgets for the Council with scenario options as required.
- 3.4 To monitor existing budgets and produce monthly reports on Council Committees for the Management Team.
- 3.5 To ensure the ledgers and journals of the Council are maintained and to fulfil all appropriate accountancy and book-keeping tasks, including provision of timely and appropriate financial information.
- 3.6 To undertake VAT and other statutory returns required of the Council.
- 3.7 To supervise the Council's payroll function.
- 3.8 To supervise the work of the Finance Assistant.

- 3.9 To maintain a range of files and databases relating to Council governance and business.
- 3.10 To ensure that where tenders are required the tender evaluation process is completed in accordance with financial regulations and necessary records retained.
- 3.11 To assist with the preparation of agendas and reports for Finance & General Purposes Committee meetings and attending said meetings. Producing accurate minutes accordingly for the meeting and assisting with any follow up actions.
- 3.12 To oversee the Council's IT function, including telephony, and liaising with the external contractors
- 3.13 To co-ordinate the Council's Fixed Asset Register.
- 3.14 To manage the delivery of the annual Grants Scheme.
- 3.15 To liaise with external auditors.
- 3.16 To coordinate the internal audits and necessary follow up actions from internal audit reports.
- 3.17 To undertake any other duties as required by the RFO consistent with the level and scope of the post.

Written: September 2009

Reviewed: August 2017