

LYDD TOWN COUNCIL

Finance Officer – Job Description

Overall Responsibilities

The Finance Officer will assist the Town Clerk in their role as the 'Proper Officer' of the Town Council.

The main duty of the Finance Officer is to ensure that the accounts and financial records of the Council are maintained in accordance with proper practices and are kept up to date.

Specific Responsibilities

1. To complete the accounts of the council and the Annual Return within the timescale set by the Accounts and Audit regulations.
2. To ensure that the Council has a form of independent internal audit and the audit is carried out regularly at set times in accordance with council policy.
3. To make arrangements for the opportunity for public inspection of the accounts and financial records at the appropriate time.
4. To ensure that the Council prepares an annual budget for the following financial year and reviews the budget throughout the year.
5. To inform the Appropriate Authority of the precept set in the budgeting process.
6. To regularly provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure against planned expenditure (Budget Monitor) in line with scheduled meetings.
7. To ensure prompt and accurate recording of financial transactions using the Scribe Council accountancy package and Excel.
8. To prepare a schedule of payments required at a Council meeting or for a committee which is responsible for its own budget, together with relevant invoices to be presented if required.
9. To examine invoices to confirm accuracy and to allocate them to the appropriate expenditure heading.
10. To ensure that goods have been delivered as ordered and services provided prior to release of payment unless advance payment is agreed.
11. To keep accurate payroll records on behalf of the council and prepare the monthly salaries of staff as agreed by the council and submit using HMRC RTI
12. To prepare a schedule of the Council's fees and charges annually so that these can be reported to the Town Clerk and reviewed by Council or the appropriate Committee.
13. To promptly complete the VAT returns
14. To control order books for work, goods and services and raise purchase orders as required.
15. To work in conjunction with the Town Clerk in the procurement of Council contracts in accordance with the Council's Standing Order on this issue.
16. To execute the Council's Standing Order on contracts as directed.
17. Where contracts provide for payment by instalments, the Finance Officer shall maintain a record of such payments and ensure that the Council pays within the time specified in the contract.
18. To ensure that the Asset Register is maintained of properties owned by the Council to include acquisitions and removals as required.

19. The Finance Officer will affect all insurances and negotiate claims on the Council's insurers.
20. The Finance Officer will assist the Town Clerk to prepare and promote a financial risk management policy statement in respect of all activities of the Council and prepare new policies where necessary.
21. To ensure that the Council's financial regulations are kept up to date and reviewed from time to time.
22. To liaise with the Town Clerk as the Council's Financial Standing Orders direct.

Additional duties

In taking responsibility for:

- Representing the Town Council at meetings with direct financial reporting such as the November Budget setting meeting and the Annual Town Meeting if required.
- Providing a friendly and professional reception service to callers in person or telephone enquiries to the Town Council when required
- Dealing with correspondence as required,
- And such other functions as are required and are appropriate to the level of responsibility of this post.

Other responsibilities

To receive, in liaison with the Town Clerk, correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council and to issues, in liaison with the Town Clerk, correspondence as a result of instructions on financial matters.

To study, in liaison with the Town Clerk, reports and other data on activities of the Council and on matters bearing on those activities relating to financial matters. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

To attend training courses or seminars on the work and role of the Finance Officer as required by the Council.

Employee benefits

Lydd Town Council is a member of the Local Government Pension Scheme, the post holder will be provided with the opportunity to opt into this scheme via KCC Pension Fund.

The post is part time working on Monday and Wednesday morning with. Where there is additional evening work for Council meetings this may be taken as time off in lieu.