



SEAHAM TOWN COUNCIL

FINANCE OFFICER

JOB DESCRIPTION

1. **JOB TITLE:** Finance Officer
2. **GRADE:** SCP 28 – 31
3. **LOCATION:** Town Clerk's Department at Town Hall, Stockton Road and such other locations as required.
4. **RESPONSIBLE TO:** Town Clerk, Deputy Town Clerk
5. **KEY RESPONSIBILITIES:**
 - To act as the Council's Responsible Financial Officer being responsible for designing and implementing all financial management and accounting arrangements on behalf of the Council.
 - To fulfil the full range of statutory financial responsibilities under the Accounts and Audit Regulations and any subsequent enactment or modification thereof.
 - To prepare and be responsible for assisting with the production and presentation of the Council's Annual Final Accounts to satisfy all legal requirements.
 - To assist the Town Clerk in the Council's strategic financial planning and budget setting and monitoring.
 - To act as a member of the Council Senior Management Team.
 - To supervise and support the financial duties, responsibilities and tasks undertaken by any of the General Office staff in the Town Clerk's Department as required.
 - To assist with monitoring of workloads, targets and performance of staff in the Town Clerk's Department.
 - To provide such general administrative and supervisory support as may be required in the Town Clerk's Department to ensure the smooth running of the organisation.
 - Above SCP 28 if the post necessitates working additional hours outside of normal work for which no overtime is payable but time off in lieu can be taken.
 - To act as a key point of contact with the provider for the financial and operational aspects of the hospitality service arrangements for the Town Hall function suite, café and bar service provision.
 - To act as a member of the Council Incident Management Team.

6. OTHER DUTIES AND RESPONSIBILITIES:

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

- To design, implement and be responsible for financial systems involving handling cash; security of cash and other financial resources; handling of cheques; V.A.T. claims and associated issues; invoices and other transactions; accounts for income collections and receipts; authorising expenditure and payments; insurances and general security.
- To assist the Council's Internal Auditor in maintaining adequate and effective systems of internal audit of the Council's accounting records and control systems.
- To liaise with and provide such assistance as may be required to the Town Council's External and Internal Auditors.
- To provide financial information, reports, advice, graphs and monitoring information and forecasts to assist Departmental Managers and Elected Members.
- To reconcile Bank Accounts and Bank Balances.
- To provide and/or offer advice on financial training. In particular to ensure key employees are always aware and trained in the latest developments within areas of financial administration.
- To maintain and develop the Council's computerised financial systems and associated manual accounting records.
- To administer the Council's loans, leasing and such other capital financing arrangements as may be required.
- To contribute to the corporate and strategic planning process of the Council including preparation and setting of the budget, Annual Performance Plan and other similar corporate initiatives.
- As the Council's role and activities develop to continually appraise financial services and seek to introduce and develop new and quality performance measures.
- To assist in processing/finalising grant claims and to provide support to help maximise the accessing of grants and funding opportunities for capital and revenue schemes to be either achieved by the Council or on behalf of any Seaham based voluntary organisation whom the Council are working in partnership with.
- To maintain the payroll files, administer and deal with all salaries and wages administration including payments through the Council's payroll system and all taxation matters.
- To contribute to the Council's I. T. strategy in promoting increased efficiency and also in helping to develop other links and communication/consultation opportunities.
- To maintain a knowledge of all relevant financial legislation and to deal with any

changes arising therefrom.

- To check and authorise Members' and Officers' claims for expenses.
- To complete regular bank reconciliations of all bank accounts.
- To produce at regular intervals financial forecasts of the Council's reserves/bank balances.
- To attend the Finance and General Purposes Committee and such other meetings as required to provide financial advice and deal with any work tasks arising and with other administrative support as required.
- To provide administrative support as required and to help with the smooth running of all of the Town Council's services and activities.
- Acting as a security key holder, locking all doors and windows, securing shutters and putting on alarms.
- To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

Period of Notice

Two month's notice is required by either side in connection with the termination of this post.

Additional Terms and Conditions Applicable to all Posts

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
 - The Council's health and safety policy;
 - The Council's disciplinary procedure
 - The Council's grievance procedure
 - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.