

## Great Aycliffe Town Council

### Job Description

**Post:** Finance Manager

**Responsible to:** Town Clerk

**Salary:** Salary Band 5(i) - Scale Point 33 to 36

#### Job Purpose

Act as the statutory Responsible Financial Officer and be responsible for the overall financial management of the Council, helping it to meet its statutory financial responsibilities, deliver value for money to local council taxpayers and provide a financial support service to members, officers and front-line services.

#### Main Duties and Responsibilities

##### Corporate

1. Ensure that the Council delivers its statutory financial duties.
2. Lead a professional and innovative finance function which supports the achievement of the Council's corporate objectives and priorities and the delivery of quality cost effective services.
3. Maintain and develop the Council's Financial Regulations, Standing Orders for Contracts and Procurement, and all supporting financial policies.
4. Maintain an up to date knowledge of developments in local government finance.
5. Proactively respond to the financial implications of new legislation affecting the Council and advise Members and officers accordingly.
6. Support the strategic management and development of the Council.
7. Report to the Town Clerk as part of the senior management team.
8. Jointly deputise, with the Corporate and Policy Officer, for the Town Clerk in his absence.
9. Provide financial advice and training to Members and officers as required.

##### Financial Management

10. In co-operation with the Town Clerk, develop and undertake the annual update of the Council's Medium-Term Financial Plan to support strategic financial planning, the delivery of services and achievement of the Council's aims and objectives.
11. Prepare the Council's annual Revenue and Capital Budget and submit the Council's annual Precept request to Durham County Council.

12. Report on the Council's financial performance.
13. Undertake regular budget monitoring and provide budgetary control information and reports to Members and Officers.
14. Review the budget monitoring and control process on a periodic basis.
15. Maintain and develop the Council's accounting systems, internal controls and financial records.
16. Prepare the Council's Annual Governance and Accountability Return incorporating the year-end accounts and Annual Governance Statement in accordance with statutory requirements, and the proper practices as set out in the Joint Panel on Accountability and Governance Practitioners' Guide published by the National Association for Local Councils.

### **Risk Management and Insurance**

17. Develop and maintain effective financial risk management arrangements and advise the Council on current and future risks and liabilities
18. Manage the Council's insurance arrangements and ensure adequate insurance cover to mitigate any identified risks.

### **Internal and External Audit**

19. In conjunction with the Internal Auditor, continue to develop the Council's Internal Audit Code of Practice in accordance with Public Sector Audit Standards.
20. Liaise with external auditors in relation to the audit of the Annual Governance and Accountability Return.

### **Treasury Management**

21. Maintain the Council's Treasury Management Code of Practice in accordance with CIPFA's Code of Practice on Treasury Management.
22. Ensure that the management of the Council's cash flow, borrowing and investments are effective.
23. Manage the Council's banking arrangements.

### **Accounts Payable and Receivable**

24. Manage an effective accounts payable function and ensure that all payments due to be made by the Council are made accurately and promptly.
25. Manage an effective accounts receivable function and ensure that all income is accurately collected and banked regularly and that all monies due to the Council are billed correctly and collected promptly.

### **Payroll and Personnel**

26. Manage an efficient and effective payroll and personnel support service.

**Information Technology**

27. Support the development and maintenance of the Council's Information Technology Strategy.

**General**

28. Support the development and management of human resources strategies and policies to ensure best practice.
29. Attend meetings of the Council, its committees and sub-committees as required.
30. Take reasonable care of your own health and safety and co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with the Council's health and safety rules and legislative requirements.
31. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
32. Undertake such other duties and responsibilities as directed by the Town Clerk in line with the nature and grade of the post.