



Lyme Regis Town Council

Job Description

Job Title	Temporary Finance Officer	Grade	SCP 31-34
Section	Office team	Hours	37 hours per week, normally 9am- 5pm
Reporting To	Deputy Town Clerk	Working Pattern	Mon-Fri, with occasional evening work

Job Purpose

- To ensure the town council operates in accordance with correct accounting procedures and statutory requirements
- To support and advise on the council's financial affairs

Main Duties

- To carry out the council's year-end processes, including the production of statutory documents, working papers for audit, and associated reports to council
- To produce monthly management reports for the management team and council committees
- To manage the council's bank reconciliation, VAT records, HMRC returns and other monthly control accounts
- To help monitor the council's cash flow and financial investments
- To assist in the review of financial governance arrangements, including financial regulations and standing orders, procurement, insurance, asset recording, treasury, internal control and risk management
- To implement procedures for all financial control systems, giving training in their use where appropriate, monitor adherence to these procedures, and liaise with the internal auditor as required
- To help review the council's services to ensure they are delivered efficiently, effectively and economically
- To process insurance claims, as necessary
- To monitor debts and assist with their recovery
- To support the delivery of effective, efficient and economic financial systems: purchase orders and creditors, debtors, general ledger, payroll, and petty cash
- Support colleagues in delivering service specific systems, e.g. bookings, allotments, car parking
- To help maintain a register of assets, leases and licences
- To assist with compliance with the Local Government Transparency Code

Dimensions

- To undertake other duties commensurate with the post

- To provide other administration support, as directed
- To work collaboratively with the finance assistant and to support the personal development of that postholder where appropriate

Supervision

- No supervisory responsibility

Contacts

- Members of the general public
- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities
- Internal audit

General

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility

Special Notes Or Conditions

- The post holder may be expected to work occasionally at evenings