



Lyme Regis Town Council

Job Description

Job Title	Assistant Finance Manager	Grade	SCP 4-19 (£18,933 - £25,481)
Section	Office Staff	Hours	30-37 hours per week
Reporting To	Finance Manager	Working Pattern	Monday to Friday, between 9am and 5pm

Job Purpose

- To work with the finance manager to ensure the town council operates in accordance with accounting procedures and statutory requirements
- To work with the finance manager in managing and advising on the council's financial affairs

Main Duties

- To keep filing systems up-to-date
- To process purchase invoices and mailing cheques
- To process sales invoices
- To manage the council's bank reconciliation, VAT records and other monthly control accounts
- To create procedures for all financial control systems, giving training in their use, monitoring adherence to these procedures
- Liaising with the internal auditor as required
- To monitor and manage debts
- The delivery of effective, efficient and economic financial systems: purchase orders and creditors, debtors, general ledger, payroll, pensions and petty cash
- To undertake procurement
- To assist in the preparation of the council's annual budget
- To assist in producing monthly management reports for the management team and council committees
- To understand the council's year-end processes, including the production of statutory documents, working papers for audit, and associated reports to council
- To assist in monitoring the various sources of income
- To assist in keeping inventories up-to-date
- Support colleagues in delivering service specific systems, e.g. bookings, car parking
- The development and monitoring of effective office systems, including use of software, document management and records' storage
- To assist with information communications technology (ICT), ensure the currency of the council's systems and the effectiveness of its application
- To assist with the implementation and maintenance of management systems
- To assist with the management of business accounts, including utilities and phone contracts
- To undertake such training as shall be required

- To undertake such other reasonable duties as shall be directed by the finance manager

Dimensions

- To undertake other duties commensurate with the post
- To provide other financial administration support, as required

Contacts

- Members of public
- LRTC staff
- Councillors
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities
- Internal auditor

General

- This job description contains the principal duties relating to the post and does not describe in detail all the duties required to carry them out
- Duties may change from time to time without changing the character of the post or the level of responsibility
- In accordance with the Health and Safety at Work act 1974, to take reasonable care for the health and safety of yourself and of others

Special Notes or Conditions

- The post holder will be expected to work occasionally at evenings and weekends.