



Lyme Regis Town Council

Job Description

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| Job Title | Finance Manager | Grade | SCP – 25-28 |
| Section | Office team | Hrs | 37hrs' per week |
| Reporting To | Deputy Town Clerk | Working Pattern | Monday to Friday, 9am to 5pm, with some evening, weekend and bank holiday work |

Job Purpose

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

Main Duties

- To prepare the council's annual budget.
- To produce monthly management reports for the management team and council committees.
- 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 manage the council's bank reconciliation, VAT records, and other monthly control accounts.
- To monitor and advise on 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 create procedures for all financial control systems, giving training in their use, monitoring adherence to these procedures, and liaising with the internal auditor as required.
- To review the council's services to ensure they are delivered efficiently, effectively and economically.
- Managing and maintaining records of the council's insurances, ensuring the regular revision of cover required and to processing claims, as necessary.
- Monitor and manage debts.
- 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, , car parking.
- The development and monitoring of effective office systems, including use of software, document management and records' storage.
- To maintain a register of assets, leases and licences.
- To head on information communications technology (ICT), ensure the currency of the council's systems, and the effectiveness of its application.

- To advise on and support procurement
- Implement and maintain performance management systems
- Management of business accounts, including utilities and phone contracts
- Management of data and information in accordance with the Local Government Transparency Code and General Data Protection Regulation

Dimensions

- To undertake other duties commensurate with the post.
- To provide other administration support, as directed.

Supervision

- To supervise and develop staff within the finance team

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 will be expected to work occasionally at evenings and weekends.