



JOB DESCRIPTION

DESIGNATION:	FINANCE MANAGER
GRADE:	8 (Scale Point 28 to 32) (starting salary £32,798 based on 37 hours)
HOURS OF WORK:	30 HOURS PER WEEK (Flexible working hours in operation, this is subject to the requirements of the Council - to include evening meetings and occasional weekend hours)
RESPONSIBLE TO:	THE CLERK OF THE COUNCIL/RESPONSIBLE FINANCIAL OFFICER
PLACE OF WORK:	PONTYPOOL COMMUNITY COUNCIL 35A COMMERCIAL STREET, PONTYPOOL
PURPOSE OF JOB:	TO BE RESPONSIBLE FOR MANAGING THE FINANCE FUNCTION PROCESSES OF THE COUNCIL THROUGH EFFECTIVE SYSTEMS, REPORTING AND CONTROLS.
LIAISON WITH:	ALL STAFF, COUNCILLORS, SUPPLIERS, EXTERNAL AND PARTNER ORGANISATIONS AND THE PUBLIC.

PRINCIPAL ACTIVITIES

- 1. To be responsible for the management of the finance function within the Council through effective systems, reports and controls in liaison with the Responsible Financial Officer (RFO).**
2. Ensure correct and timely processes for ordering, invoicing, approval and payment of accounts.

3. Ensure day-to-day income and expenditure transactions are entered into the accounting system and quarterly VAT returns are completed.
4. Monitor income and expenditure and prepare and present regular reports for the Responsible Financial Officer and the Council and the Policy and Finance Committee as appropriate to ensure adequate budgetary control, including bank reconciliations and budget monitoring reports.
5. To open and close the Council's Accounts for the financial year using the Council's finance software systems.
6. To prepare records and reports for audit and to liaise with the appointed Internal and External Auditors to ensure compliance/in accordance with the Accounts and Audit Regulations 2014 and the Practitioners Guide 2019.
7. To prepare the Council's annual budget in conjunction with the Clerk/RFO and members.
8. To monitor, review and reconcile the Council's Reserves.
9. To be a signatory on the Council's bank accounts and monitor the balances of the bank accounts accordingly.
10. To maintain and report on the use of the Council's credit card.
11. To maintain and report on Petty Cash expenditure.
12. To manage and update the Council's Fixed Asset Register.
13. To assist the Clerk in preparing and reviewing risk assessments and the strategic Risk Register of the Council annually.
14. To be responsible for managing grants processes and grant allocation including local voluntary funding (LVF).
15. To work collaboratively and proactively with the Clerk/RFO and Projects and Events Manager and members to provide financial and budget insight.
16. To comply with financial internal controls, financial regulations and recommendations from the Council's Internal and External Auditors and to review annually.
17. To establish new procedures, when necessary, with the Clerk/RFO and to ensure compliance therewith by other members of staff.

18. Maintain and develop internal processes and procedures relating to staffing.
19. To ensure there are appropriate internal controls, accounting and financial procedures and Standard Operating Procedures (SOP) in place and these are kept under review.
20. To be familiar with and to use relevant technology.
21. To be proactive in the development of the Finance functions, seeking improvements, innovation and high standards.
22. To be proactive at all times in engaging with local people, communities, groups, businesses and other stakeholders, with a view to improving the social, economic, cultural and environmental well-being of people and communities in Pontypool and meeting the Council's objectives and local and national well-being goals.
23. To be responsible for own health and safety and to promote compliance by others to ensure a safe working environment.
24. To undertake training and/or attend relevant courses deemed necessary and appropriate.
25. To cover reception, when necessary, in the absence of the Admin Officer.
26. To carry out any other duties as required by the Clerk/RFO and support other staff as deemed necessary.



Finance Manager

Person Specification

Skills and Abilities:

- Accountancy qualifications i.e., AAT or equivalent
- A minimum of five years' experience in a similar finance role is essential
- A good standard of written English, numeracy and IT skills
- The ability to interpret data to draw conclusions and make appropriate recommendations
- The ability to develop and produce spreadsheets
- Experience of accounting and finance procedures
- The ability to provide management information that supports the Council in effectively managing its resources
- The ability to communicate well in a manner appropriate to individual needs, in person, by phone or in writing
- The ability to apply a methodical approach and to follow procedures
- The ability to organise and prioritise own workload
- The ability to work using own initiative
- The ability to work to specified deadlines

Personal Attributes:

- A high level of attention to detail and accuracy
- The ability to work as part of a team, showing a willingness to assist others and a commitment to meeting the objectives of the team
- A personal commitment to the work of the Council, taking ownership of tasks and seeking to meet set deadlines and targets
- A commitment to personal development
- A positive attitude to new challenges and a willingness to adapt quickly to change

This job description is indicative of the range of current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change to reflect organisational development and any change of grade. It is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met.

12/09/22