

FOLKESTONE TOWN COUNCIL

Finance Officer / Deputy Town Clerk – Job Description

Responsible to:	Town Clerk
Salary Scale:	Grade SCP 37-41
Hours	37 per week- F/T
Post No:	FO7
Location:	The Town Hall, 1-2 Guildhall Street, Folkestone
Supplements:	Nil
DBS Check:	Yes

As the most local tier of government, Folkestone Town Council aims to work together with all sectors of the community to promote the social, environmental and economic well-being of the people of Folkestone so that it is an even better place to live, work and visit. Folkestone Town Council's mission is:

“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”

Duties:

1. Prime Objectives

- To assist the Town Clerk in providing an effective and efficient financial support service for the Town Council.
- To maintain appropriate and proper records of all financial information, including bank accounts, budgetary control, payroll, invoices paid and related accounting records.
- To prepare for and attend Finance and General Purposes Committee meetings.
- To take on the role of Town Clerk/Responsible Financial Officer in the absence of the Town Clerk.

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Finance Officer / Deputy Town Clerk - Job Description continued

2. Main Duties

- To manage and maintain the accounting system, including the accurate collation, processing and input of management information and the completion of month and year end close down procedures.
- To assist the Town Clerk in preparing annual revenue and capital budgets, three-year financial plans and in obtaining the approval of the Town Council's precept.
- To produce annual accounts at the year end, as prescribed by statute, in preparation for the annual audit of accounts by the Audit Commission.
- To produce monthly financial management reports and monitor the Council's expenditure and income against the approved budget.
- To manage and maintain an efficient and effective payroll service, including the processing of all staff changes and other amendments to salaries and employee data in compliance with policy and payroll requirements.
- To control the Council's bank accounts and to complete bank reconciliation controls on a monthly basis.
- To process Folkestone Town Council invoices, allocate the correct accounting codes, obtain the appropriate authorisation and accurately enter the data into the financial system.
- To ensure that accurate payments/claims are made to Her Majesty's Revenue and Customs in respect of PAYE, National Insurance, VAT and the Construction Industry Taxation Scheme and to maintain auditable records, including the completion of annual returns.
- To ensure that accurate payments are made in respect of staff pension schemes and to maintain the appropriate records, including the completion of annual returns and other documentation as required.
- To manage and maintain the Council's Grants Scheme, including design of documentation, advising and liaising with applicants, maintaining appropriate registers and arranging for the payment of approved grants.
- To maintain the Council's insurance portfolio, including the production of an annual business risk assessment with recommendations.
- To maintain the Council's inventory of fixed assets and property portfolio.
- To prepare and submit income for banking.
- To assist in the development and implementation of the Council's ICT systems.
- To liaise with the Town Clerk on any Treasury Management transactions.
- To produce invoices for the collection of income due to the Council including appropriate recovery proceedings where necessary.
- To maintain and control all Petty Cash disbursements and other reimbursements.
- To prepare schedules of payments for submission to the Finance and General Purposes Committee.

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Finance Officer / Deputy Town Clerk - Job Description continued

- To liaise with the Council's External and Internal Auditors and respond to queries as required.
- To complete statistical and other returns as required by Government organisations.
- To assist the Town Clerk in the preparation of agendas for Finance and General Purposes Committee meetings, including the production of ad hoc reports.
- To attend Finance and General Purposes Committee meetings, responding to questions as required, and to record and produce accurate minutes.
- To administer working groups initiated through the Finance and General Purposes Committee.
- To undertake any other similar or reasonable duties commensurate with the level of the post.