

HERTFORD TOWN COUNCIL

JOB DESCRIPTION

TITLE: FINANCE MANAGER

HOURS: 37 PER WEEK

SALARY: SCP 37-40

LOCATION: THE CASTLE, HERTFORD

RESPONSIBLE TO: FULL TOWN COUNCIL (FUNCTIONAL)
THE TOWN CLERK (LINE)

KEY RELATIONSHIPS: CHAIRMAN - FPA COMMITTEE

PRINCIPAL OBJECTIVES:

- To act as Local Government Act 1972 s151 'Responsible Financial Officer' and manage the Town Council's finances in accordance with statutory requirements including the General Data Protection Regulations.
- To achieve the best possible use of the council's resources – human, physical and financial – in order to provide excellent customer service.
- To ensure the smooth running and high quality of the council's financial, management and information systems and of its decision-making process.

DUTIES:

- To be responsible for all aspects of the financial management of the council, and to act as responsible financial officer under the terms of s151 LGA 1972.
- To manage the preparation and monitoring of the budget, preparation of annual accounts and report, payroll and other payments, banking, cash flow and investment
- To manage the Council's premises and other assets.
- To arrange and review insurance cover all Town Council property and functions.
- To ensure compliance with the council's financial regulations, and to cooperate with the Town Council's internal audit arrangements.
- To manage the council's information and communications technology systems, to ensure that appropriate IT, database, website and email functions are developed and maintained.
- To manage the Council's CCTV network and to represent the Council on relevant Community Safety Partnerships.
- In conjunction with the retain HR advisors, to manage the Council's human resource systems e.g. recruitment practices, compliance with employment legislation, sickness monitoring
- Any other duties commensurate with the grade and duties of the post.