**PEACEHAVEN TOWN COUNCIL**

**Responsible Finance Officer**

**Job Description**

Department: Council Offices / Amenities

Reports to: Town Manager

Grade: SCP 26-29 £23166 - £25694

2017 SCO 26-29 £23,398 - £25,951

Hours 16/20 per week / Pro Rata

**Responsibilities:**

1. Ensuring the effective financial control and management of the Town Council’s accounts, precept and budgets, in line with the Council’s Financial Regulations
2. Effective and efficient supervision of Administration / Execution of Administration Functions
3. To fulfil the function of Project Officer support

Payroll

Ensure timesheets are received and correctly authorised, Run monthly payroll, Process monthly salaries through BACS, Produce monthly spreadsheets of all payments to reconcile to HMRC figures.

Keep payroll records for audit purposes, with reconciliations of payments made to staff and HMRC, Produce monthly report of payments due to HMRC etc, Ensure proper documentation received for starters and leavers, Update HR files with employee details

Production of P45/P60 and Keep mileage records

Insurance

Process insurance claims to conclusion, Answer queries regarding insurance issues for the Town Council

Governance / Risk Management

Ensure effective Governance and Risk Management

VAT

Process quarterly VAT for input and output, Oversee and Ensure correct VAT is entered onto RBS through purchase and sales invoices

Petty Cash

Keep accurate Petty Cash records, Ensure Cash is counted and agreed weekly, Record all cash payments, Raise cheques to top up Petty Cash for departments when required

Bank Accounts

Oversee Business Banking ensuring best value in line with Financial Regs, Keep accurate records of all payments made from this account, Ensure account is kept at a suitable balance / advised by Auditor, Ensure accurate reporting to RBS

Investments

Manage cash flow, Ensure effective investment at all times and advise Council accordingly

Grants Sub Committee

Process all requests for Grants – Due diligence checks where necessary

Admin

With Town Manager, create RBS reports for Council, Process payments and enter into RBS.

Council (Policy and Finance Committee / not inclusive)

Attend Council meetings when required

Policy & Finance Committee

Attend meetings, Provide financial information for agenda – the Income and Expenditure account, Record attendees/apologies, Execute any follow-up actions / postings necessary

Accounts Month End

Ensure all sales invoices for amenity hire are raised, Raise and Check Bank Reconciliation, Check VAT records, Check spend against budget, Ensure correct cost centres have been charged, Check Debtors and Creditors, Complete Income and Expenditure for month – quarterly figures are presented at P&F

Accounts Year End

Ensure all Accruals/Prepayments are recorded, Check annual expenditure against budget and account for any variances, Produce spreadsheets regarding payroll, petty cash and S106, Liaise with internal auditor for twice yearly audit, Liaise with external auditor regarding annual audit, Liaise with Council for movements in Reserves; Fixed Assets and Year end close down

Budgeting

Assist with budget setting process, Produce Proposal of Precept to put before P&F Committee and Full Council, Send Precept Request to Lewes District Council once agreed, Manage production of Business Plan

Third Parties

Maintain relationship with Bank and other relevant third parties

**Other duties / not restricted:**

Work closely with the Town Manager and Chairs of Committees, Management of General Administration, Archiving