



PORINGLAND PARISH COUNCIL

Job Description & Person Specification

Job Title:	Finance Manager & Assistant Clerk
Location:	Poringland Community Centre
Responsible to:	Clerk/Chief Operations Officer/RFO
Responsible for:	<ul style="list-style-type: none">• Finance and Administration Officer• Events and Bookings Officer
Salary:	SCP Range 25 - 32 £35,235 - £41,511 per annum (pro rata)
Hours of Work:	Part Time – 30 Hours per Week. (There would be the requirement to work some evenings but not every week)

Introduction

The person appointed will be accountable to the Clerk to the Council and play a supporting role to the clerk to attain the objectives of the council and will oversee the financial operations, ensuring fiscal responsibility, transparency, and compliance with regulations. This role is crucial in supporting the parish's mission and objectives by providing clear financial insights and effective budget management.

Overall Responsibilities

- Financial management of all the council's finances.
- Support the Clerk and Council, and cover the Clerk duties during periods of their absence.
- Manage a team, delegating where appropriate.

Key Responsibilities

1. To manage all financial aspects which include, end of year, sales and purchase ledger, management accounts, banking, CIL, asset register, commuted sums, vat, with regular liaising with the Responsible Financial Officer.
2. Financial Planning and Analysis: Develop and implement financial strategies, prepare detailed financial plans, and provide insightful analysis to support the parish council's decision-making.
3. Budgeting: Create, monitor, and manage budgets, ensuring funds are allocated efficiently and align with the council's goals and priorities.
4. Reporting: Prepare accurate financial reports, statements, and projections, and payment authorisation to be presented to the council and other stakeholders at regular Finance and Governance meetings.
5. Compliance: Ensure compliance with all relevant financial regulations and internal policies, implementing effective internal controls to safeguard the council's assets.

6. Grant Management: Oversee the financial aspects of grant applications and reporting, ensuring funds are managed and reported accurately.
7. Financial Monitoring: Regularly review income and expenditure, identifying and addressing any variances and risks.
8. Audit Preparation: Coordinate and prepare for internal and external audits, providing necessary documentation and support.
9. Community Engagement: Liaise with the community on financial matters, ensuring transparency and addressing any financial queries or concerns.
10. Payroll: Complete monthly payroll including calculation of overtime, back pay and pension contributions and annual leave.
11. Attend regular meetings with other department heads and the Clerk, providing feedback to your team where appropriate.
12. General support to the Parish Clerk and council, and cover meetings in the Clerks absence.

This list is not exhaustive and the Parish Council may alter or vary this job description in the light of changing circumstances.

Skills and Qualifications

Education: Bachelor's degree in Finance, Accounting, or related field (Master's or professional qualifications such as CPA, ACCA, or CIMA preferred).

Experience: Several years of experience in finance or accounting roles.

Technical Skills: Proficiency in financial software and Microsoft Office Suite, particularly Excel.

Analytical Skills: Strong analytical and problem-solving abilities, with a keen eye for detail.

Communication Skills: Excellent verbal and written communication skills, with the ability to present complex financial information clearly.

Leadership Skills: Proven ability to lead and manage a team, fostering a collaborative and productive environment.