

## **JOB DESCRIPTION**

**JOB TITLE:** Finance Manager

**RESPONSIBLE TO:** Town Clerk

**RESPONSIBLE FOR:**

**PRINCIPAL DUTIES:**

- (a) Manage and administer the Council's financial affairs in accordance with the Accounts and Audit regulations 1996.
- (b) To advise Members on matters relating to the budget, income and expenditure. To include procedures, method and protocol.
- (c) To manage and administer the Council's asset register.
- (d) Maintain sickness and leave records.

### **RESPONSIBILITIES**

- 1 To effectively manage and monitor the Council's finances and to advise the Council on its financial strategy and policies, to include investment, cash flow and bank transfers.
- 2 In conjunction with the Town Clerk, prepare and advise on the annual estimates of income and expenditure for revenue services (Revenue Budget) and advise on the capital budget programme.
- 3 To provide Council, Resources & Policy and Leisure Committees and all Working Parties with regular monitoring statements of income and expenditure incurred under each budget code of the approved annual revenue and capital budgets.
- 4 To review and ensure compliance with the Council's Financial Regulations and recommend any necessary amendments to the Resources and Policy Committee. To attend such committee or other as may prove necessary.
- 5 To produce and publish the annual "Statement of Accounts" in accordance with the requirements of the Accounts and Audit Regulations 1996 for larger councils.
- 6 To manage staff payroll and the Local Government Pension Scheme and ensure members are paid by the allotted time according to their contracts.
- 7 To complete all statutory and financial returns including PAYE, NI, VAT, Pension Scheme and Charity returns.

- 8 Establish and maintain a cost centre based accounting system.
- 9 To manage insurance risk, process claims as necessary and maintain the property and asset register and report annually to the Policy and Finance Committee on insurance risk covered.
- 10 To carry out all necessary reports to Resources & Policy Committee for consideration.
12. To take responsibility for submission of quarterly VAT returns and to deal with VAT inspections
13. To comply with the Town Council's Health and Safety policy at all times.
14. To oversee the stocktaking and carry out bar trading accounts.
15. Liaise with auditors, banks, HMRC.
16. Debtor monitoring and collection of overdue fees and charges.
17. Creditor monitoring and all payments to suppliers within agreed timetable.
18. To undertake any other duties that may be required by the Town Clerk from time to time appropriate to the grade and designation of the post.

**HATFIELD TOWN COUNCIL  
PERSON SPECIFICATION  
Job Title: Finance Manager**

<i>CATEGORY</i>	ESSENTIAL	DESIRABLE
<b>1. Qualifications</b>	Formal accountancy qualifications. Evidence of working in a financial environment	Qualified accountant
<b>2. Related experience including voluntary work</b>	Minimum of 5 years office and financial experience, to include report and letter writing, production of financial reports and budget management. Experience of dealing with the public by telephone and in person. Experience of working on own initiative and as part of a team.	Local Government experience Experience of working in a financial environment
<b>3. Skills and Abilities</b>	Excellent numeric, written and oral communication skills, with the ability to communicate effectively with others, at all levels, both internally and externally. Good administrative and organisational skills. Ability to operate office systems and procedures. Ability to organise own work and motivate staff. Ability to meet strict deadlines and work in a logical manner Excellent budget management skills, knowledge of payroll, VAT, pension management. Maintenance of financial records and accounts. Presentation and communication skills, both verbal and written.	

	Experience of Sage Line 50	
<b>4. Knowledge</b>	IT literate with working knowledge of Windows packages e.g. Word, Access and Excel. Working knowledge of office equipment.	
<b>5. Personal Qualities</b>	<p>Able to establish effective teamwork.</p> <p>Approachable and responsive with staff and members of the public</p> <p>Able to work effectively under pressure.</p> <p>Self reliant, open and honest.</p> <p>Practical with common sense approach to problem solving.</p> <p>Good telephone manner.</p> <p>Trustworthy with confidential information.</p> <p>Capable of anticipating problems and showing initiative to solve them.</p> <p>Receptive to change and new ideas.</p> <p>Methodical and thorough approach.</p> <p>Ability to be proactive.</p>	
<b>6. Other requirements</b>	<p>Some evening and weekend work.</p> <p>Car driver/owner.</p>	

# HATFIELD TOWN COUNCIL

## APPLICATION FOR EMPLOYMENT

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting for interview will be based on the information from this form, read in conjunction with the person specification. We are unable to accept Applications after the closing date stated in the advertisement.

<b>POST APPLIED FOR</b>
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<b>1. APPLICANT'S DETAILS</b>			
Title	Last Name	First Name/s	
Home Address			
Postcode			
Telephone Numbers			
Daytime	Evening	Mobile	
Email (where possible)			
Do you hold a current full driving licence?	Yes / No		
Are there any restrictions regarding your employment? e.g. do you require a work permit?			
Yes / No	If yes, please provide details on a separate sheet of paper		
<b>HEALTH:</b>			
<b>If selected for this post you will be requested to complete a brief questionnaire and, if necessary for the work being undertaken, attend a health screen at the Council's Health Screening provider.</b>			
Are you related, or have a relationship with, a Councillor or Officer of the Town Council?	Yes / No If yes, please advise who and in what capacity		
How much notice are you required to give your current employer?			
Where did you see this post advertised?			



**3. EDUCATION AND TRAINING**

Please include education, courses and qualifications relevant to this post.

Name and Address of school/ college/university /training body - most recent first	Subject	Qualification level	Date gained

**PROFESSIONAL QUALIFICATIONS State whether by election or examination**

Qualification/s	Date	Examination

Other Training and Professional Development	Date

**4. EXPERIENCE AND SKILLS**

Please state any other skills or experience you have gained which are relevant to the Job Description and Person Specification for this post. Your experience does not have to be gained in paid employment and may relate to special interests or volunteering. Continue on separate sheet as necessary.

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**5. REFERENCES**

Please give details of two references. One must be your current or most recent employer. References will only be taken up with permission of the applicant.

Name	
Position	
Organisation	
Address	
Tel No.	
Name	
Position	
Organisation	
Address	
Tel No.	

**STAFF FIDELITY**

**Our insurers require references from employers for the last 3 years stating that to the best of their knowledge you are trustworthy. Failure to receive this reference will terminate any conditional contract you may be offered for employment.**

**6. DECLARATION AND SIGNATURE**

I confirm that the details of this application are accurate and to the best of my knowledge.

Signed:

Date:

Thank you for completing this form.

Please return to:  
Town Clerk  
Hatfield Town Council  
Birchwood Leisure Centre  
Longmead  
Hatfield  
Herts AL10 0AN



**CONFIDENTIAL**  
**EQUAL OPPORTUNITIES MONITORING FORM**

Hatfield Town Council is committed to equal access and equal opportunities. Each application will be considered on merit against the relevant job description and person specification, irrespective of gender, marital status, ethnic origin, religion, disability, sexual orientation or age.

To assist Hatfield Town Council in monitoring the operation of its Equal Opportunities Policy, could you please complete this form which is subject to the provisions of the Data Protection Act. This will be separated from your application form before your application is considered for shortlisting.

**POST APPLIED FOR**

Title	Surname	First Name/s	
Female / Male (please delete as appropriate)		Date of Birth:	

**1. ETHNIC MONITORING**

Which group do you most identify with? Please tick only ONE box.

**A. White**

English  Scottish  Welsh

Irish

Any other White background – please write in

**B. Mixed**

White and Black Caribbean  White and Black African  White and Asian

Any other mixed background – please write in

**C. Asian, Asian British, Asian English, Asian Scottish, Asian Welsh.**

Indian  Pakistani  Bangladeshi

Any other Asian background – please write in

**D. Black, Black British, Black English, Black Scottish, Black Welsh.**

Caribbean  African

Any other Black background – please write in

**E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group.**

Chinese

Any other ethnic group – please write in

**2. DISABILITY MONITORING**

Do you have a health problem or disability which may be relevant to your job application?

Yes / No (please delete as appropriate)

If Yes, what is the nature of your health problem or disability?

Thank you for completing this form. Please return it, together with your completed application form.