



# BEMBRIDGE PARISH COUNCIL

**The Clerk to the Council,**  
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN  
**Tel:** 01983 874160 **Email:** clerk@bembridgepc.org.uk



## JOB DESCRIPTION

### RESPONSIBLE FINANCE OFFICER

1. Manage and administer the Council's financial affairs in accordance with the Accounts and Audit regulations 1996.
2. To advise Members on matters relating to the budget, income, and expenditure. To include procedures, method, and protocol.
3. To manage and administer the Council's asset register.
4. 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. In conjunction with the Clerk, prepare and advise on the annual estimates of income and expenditure for preparation of the budget.
5. To provide Council with regular monitoring statements of income and expenditure incurred under each budget code of the approved annual revenue and capital budgets. To review and ensure compliance with the Council's Financial Regulations and recommend any necessary amendments to the Finance and Management Committee. To attend such committee or other as may prove necessary.
6. To produce and publish the annual "Statement of Accounts" in accordance with the requirements of the Accounts and Audit Regulations 1996 for larger councils.
7. To manage staff payroll and the pension scheme and ensure members are paid by the allotted time according to their contracts.
8. To complete all statutory and financial returns including PAYE, NI, VAT, Pension Scheme and Charity returns.
9. Maintain a cost centre-based accounting system.
10. To manage insurance risk, process claims as necessary and maintain the property and asset register and report annually to the Staff and Finance Committee on insurance risk covered.
11. To carry out all necessary reports to Staff and Finance Committee for consideration. To attend and minute such meetings and answer any questions relating to the reports.
12. To take responsibility for submission of quarterly VAT returns and to deal with VAT inspections
13. To comply with the Council's Health and Safety policy at all times
14. Liaise with auditors, banks, HMRC.
15. Debtor monitoring and collection of fees and charges.
16. Creditor monitoring and all payments to suppliers within agreed timetable.
17. To deputise for the Clerk from time to time during periods of absence.

## PERSON SPECIFICATION

### Qualifications

1. Relevant Financial qualification (e.g. Certified Public Finance Officer (CPFO) or equivalent).
2. Evidence of vocational training related experience
3. Administration and office experience
4. Evidence of working in a financial environment and of budget management
5. Evidence of processing of financial system transactions
6. Experience of working on own initiative and as part of a team
7. Knowledge of book-keeping
8. Maintenance of financial records and accounts
9. Experience of attending meetings and minute taking.

### Skills and Abilities

10. Administrative and organisational skills
11. Accurate writing and numeracy abilities
12. Fully competent with Microsoft Outlook, Word and Excel

### Other Requirements

13. Good interpersonal and communication skills
14. Able to use initiative, prioritise work and be flexible with duties
15. Methodical and thorough approach
16. Friendly and positive outlook
17. Reliable and punctual