

JOB DESCRIPTION



JOB TITLE: Finance Officer

Reference No: AB/18/RFO

Job Type: Permanent, Part-Time

Location: Highbridge

Hours: 28 Hours

Salary: £30,756 to £37,107 (pro rata) depending on experience and qualifications

(Generally in accordance with Somerset County Council Green Book Salary Structure Grade Spine Points 34 to 41)

The Somerset Drainage Boards Consortium (the Consortium) provides the finance, engineering, legal and administration services to the Axe Brue and Parrett Internal Drainage Boards (IDBs) via a team of In-house staff and consultants. This post of Finance Officer provides a senior position for the management of the services provided to the two constituent Boards within the Consortium. The Chief Executive has overall control and responsibility.

Reports to: Chief Executive.

Direct reports: Senior Admin & Finance Officer.

Responsible for: Management of finance and budget requirements of both Boards and the Consortium.

Primary Responsibilities

The Finance Officer will:

1. Act as Responsible Finance Officer.
2. Advise the Chief Executive and Boards on all matters of financial risk.
3. Act as a member of the Senior Team, promoting organisational values, contributing to and developing projects, policies, strategies, systems and practices to bring continuous financial management improvement to the Boards and Consortium.
4. To work with colleagues to achieve Board and Consortium plans and objectives providing strategic financial advice to maximise resources and provide value for money services.
5. Prepare estimates of Board expenses using submissions from the CEO and engineers.
6. Prepare management accounts and financial information for Boards, staff and external bodies in order to monitor financial progress throughout the year.
7. Manage the Board's bank accounts and cash flow.
8. Ensure the Drainage Rating System is functioning with current, accurate information.
9. Manage income systems and grant aid, maximising cost recovery for works and activities.
10. Seek new opportunities for income generation.
11. Manage and undertake the payment of salaries and expenses.
12. Oversee the issuing of orders and invoices and the payment of incoming invoices.
13. Ensure adequate insurance cover for all Board activity is in place.
14. Manage staff membership and contributions to pension schemes.
15. To undertake such other activities from time to time that are consistent with the seniority and nature of the role and may reasonably be required.

External and Internal Contacts

Members of the Boards, members of staff, partner agencies & organisations and members of the public. This may be face to face, telephone, written and electronic communication.

Working Environment

Predominately office based, however occasional site visits or meetings elsewhere may be required.

The role will include significant levels of sensitivity and the post holder will be expected to deal with matters with utmost confidentiality

General Policies

The post holder will comply with all Board and Consortium policies and procedures relating to working practices, for example behaviour, equalities, use of equipment etc.

Health and Safety at Work

All the Board and Consortium's working policies, procedures and instructions relating to health and safety, and all relevant Health and Safety at Work regulations will be considered as being part of this job description.

Data Protection

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the latest Data Protection Acts and regulations and the Consortium's Data Protection Policy.

Additional information

The following gives an indication of the scope of the activities undertaken by the Finance Officer either individually or by the officers within the teams within the post holder's control.

Key Activities

Strategic and Operational Finance

1. To contribute to the medium term financial planning for the Boards and Consortium to ensure sufficient funds are available to deliver strategies and objectives.
2. To assist the Clerk in the preparation of the rates and special levy income options. To prepare an annual statement showing the proportion of the Board's income to be received from district councils and from ratepayers.
3. To ensure that the deadlines and documentation are achieved for the publication of the rate and the dispatch of the special levy notices to the district councils.
4. To prepare bi-monthly management accounts to enable the financial progress of the Boards and Consortium to be monitored, highlighting any variances.
5. To maintain an accurate accounting code list.
6. To prepare the annual final accounts of the Boards and Consortium including discussion on the accounts with both Internal and External Audit.
7. To process all aspects of the Board's stock accounting system including the undertaking of periodic stocktakes, the comparison and reconciliation of actual stocks against those shown in the ledger, to initial stock write-offs to be authorised by the Chief Executive.
8. To produce accurately and on time, any financial returns required by Central Government.
9. To ensure that all statutory returns, e.g. Defra, Audit Commission, Inland Revenue and VAT, are produced accurately and on time.
10. To undertake monthly balancing between the Boards' accounting system and rating system as well as between the accounting system and the payroll package.
11. To review regularly (at least six monthly) labour and plant on cost rates providing benchmarking information as to enable the Chief Executive to set the rate required for the ensuing period. To notify all interested parties of the new on cost rates.
12. Whenever necessary, to deal with all enquiries from the public regarding Board and Consortium accounts.
13. To review all financial information issued to third parties by the Boards and Consortium.
14. To interpret and apply impacts of new legislation and regulations in relation to service and financial accounting requirements of the Boards and Consortium.

15. To maintain an awareness of all potential changes in costs, funding, income streams etc and provide advice on the risk and impact to the Boards.
16. To check draft strategies, plans and Board reports to ensure that they are adequately funded and do not impact on other areas of Board and Consortium activity.

Banking

17. To reconcile the Board's bank accounts on a regular basis and to ensure that all rate and sundry debtors' income have been posted to the Board's accounting system using the correct coding.
18. To ensure that funds are available to meet all expenditure, where necessary transferring monies between accounts.
19. To identify excess monies to be invested for longer term return.
20. To maximise the income that the Boards may be able to access from local, national and European sources.

Drainage Rating System

21. To oversee the rating system and land valuation information on land in the Boards' areas.
22. To oversee a debt collection system including court attendance where required.

Debtors

23. To prepare and issue sundry debtor accounts for the Boards.
24. To prepare any Section 57, or other claims, for funding from the Environment Agency for works carried out on behalf of the Agency.

Pay and expenses systems

25. To oversee the running and issuing of salaries and expenses for staff.
26. To oversee the running and issuing of expenses for Board members.
27. To oversee the running and issuing of Chairs allowances for the Axe Brue and Parrett Boards.

Purchase Orders

28. To ensure that all purchase orders issued by the Boards are correctly authorised and priced and, where necessary, querying prices and allocation codes.
29. To oversee the matching of purchase orders to invoices and the appropriate authorisation by officers prior to payment processing.

Insurance

30. To ensure that the Boards are adequately insured for all activities under their control.
31. To ensure claims are made where appropriate.
32. To ensure that all monies collected from insurance claims are correctly allocated.

Capital Works

33. To maintain and process the commuted sums ensuring that the Boards operate the most advantageous investment practices.
34. To monitor all capital spending and ensure that all grant claims are processed as soon as possible to maximise the financial advantage to the Boards.

35. To undertake the preparation of the final accounts on all capital grant aided schemes with the appropriate submission of the forms to the Environment Agency, Defra and to the District Audit.

Management of Staff

36. To provide a working environment for all staff that is empowering, fulfilling and safe.
37. Ensure sound leadership and management of the finance team using high quality management practices, including performance management, input to annual appraisals, training, motivation and creating an environment which allows staff to develop to their full potential.
38. Build positive working relationships internally and externally.

GENERAL STATEMENT

The information contained in this job description is furnished to assist employees joining the Boards to understand and appreciate the work content of their post and the role they play within the organisation. However, the following should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.
- Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included within the job description.