



JOB DESCRIPTION

Job Title: Finance & Administration Manager

Location: The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4B

Reports To: Executive Officer

Responsible For: Administration Support Officer

Hours of Work: **37.5 hours per week**
(flexibility, including evening working, is required)

1. Principal Responsibilities

To lead and manage the Council's office administration, support services, and financial operations. To assist the Executive Officer in the delivery of Council business, ensuring that the Council meets its legal, financial, and procedural obligations and operates efficiently and effectively.

2. Principal Accountabilities

2.1 General Administration

- Lead and oversee office support services, ensuring they are efficient, legally compliant, and meet the needs of the Council.
- Manage the Council's data and information systems.
- Oversee procurement, stationery, utilities, IT and telephone contracts, and office supplies.

2.2 Financial Management

- Ensure all financial activities comply with Standing Orders, Financial Regulations, audit requirements, and Proper Practices.
- Manage day-to-day financial operations, including:
 - Purchase and sales ledger
 - Banking and bank reconciliations
 - Petty cash
 - VAT returns
 - Journal entries
 - Credit control
 - Business rates
 - Purchase orders
- Maintain and update the financial software system.
- Prepare monthly and year-end financial reports and forecasts.
- Contribute to the development of financial strategies and policies.
- Support the Executive Officer in preparing the annual budget and precept report.
- Ensure timely and accurate budget monitoring and reporting.

- Complete the Annual Report and liaise with internal and external auditors.
- Ensure compliance with all PAYE, NI, VAT and pension requirements.
- Administer all grant claims and recovery of VAT or other funding (e.g. S106).
- Maintain the Asset Register and verify tangible assets regularly.

2.3 Payroll and Human Resources

- Manage the Council's monthly payroll, including PAYE, NI and pensions.
- Manage pension administration, including monthly and year-end submissions.
- Maintain records of staff leave, TOIL and sickness.
- Maintain up-to-date records of staff training and development, including tracking renewal dates and mandatory requirements. Advise line managers and staff when training is due for renewal and support induction processes by identifying essential training for new starters.

2.4 Supervision of Others

- Line manage designated staff members, conducting regular 1:1s and appraisals in accordance with Council policy.
- Provide cover for colleagues during periods of absence or leave.
- Instruct and monitor the performance of contractors delivering services on behalf of the Council.

2.5 Record Management & Information Systems

- Maintain and operate the Document Retention and Disposal Policy in line with transparency requirements.
- Maintain Council filing systems, ensuring they are secure, accurate, and fit for purpose.
- Ensure secure storage of legal documents, leases, deeds, plans, and correspondence.

2.6 Health & Safety

- Act as the Council's primary contact for health and safety matters.
- Develop and maintain a Council-wide health and safety policies and procedures.
- Communicate procedures to relevant staff and ensure appropriate training and implementation.

2.7 Meetings, Communications and Reporting

- Attend Council meetings or working groups as required.
- Provide input into meeting agendas, reports, and supporting documents.
- Keep the Executive Officer informed of matters affecting Council operations or reputation.
- Support transparency and good governance through timely and accurate reporting.

3. Other Responsibilities

- Undertake other duties as may reasonably be required by the Council.

4. General Health & Safety

While at work, all staff are required to: -

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- To be familiar with and comply with The Council's policies and procedures for health and safety;

5. Knowledge, Skills and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of their role;
- To attend training courses, development sessions and conferences as required by the role.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

I confirm I have read and understood the above Job Description for the post of Finance & Administration Manager.

Signed

Date