

Lyme Regis Town Council



Job Description

Job Title	Finance Manager	Grade	SCP – 30 to 35 (up to 39 subject to assuming the RFO role and responsibilities)
Section	Office team	Hrs	37hrs' per week
Reporting To	Town Clerk	Working Pattern	Monday to Friday, 9am to 5pm, with some evening, weekend and bank holiday

Job Purpose

- To ensure the town council operates in accordance with accounting procedures and statutory requirements.
- To manage and advise on the council's financial affairs.

Main Duties

- To prepare the council's annual budget.
- To produce monthly management reports for the management team and council committees.
- To carry out the council's year-end processes, including the production of statutory documents, working papers for audit, and associated reports to council.
- To manage the council's bank reconciliation, VAT records, and other monthly control accounts.
- To monitor and advise on the council's cash flow and financial investments.
- To assist in the review of financial governance arrangements, including financial regulations and standing orders, procurement, insurance, asset recording, treasury, internal control and risk management.
- To create procedures for all financial control systems, giving training in their use, monitoring adherence to these procedures, and liaising with the internal auditor as required.
- To review the council's services to ensure they are delivered efficiently, effectively and economically.
- Managing and maintaining records of the council's insurances, ensuring the regular revision of cover required and to processing claims, as necessary.
- Monitor and manage debts.
- The delivery of effective, efficient and economic financial systems: purchase orders and creditors, debtors, general ledger, payroll, and petty cash.
- Support colleagues in delivering service specific systems, e.g. bookings, car parking.
- The development and monitoring of effective office systems, including use of software, document management and records' storage and to take the lead on procuring and managing suitable IT and IT-related systems.
- To maintain a register of assets, leases and licences and, subject to agreement to manage the undertaking out of associated property transactions such as lease renewals and rent reviews. To head on information communications technology (ICT), ensure the currency of the council's systems, and the effectiveness of its application.
- To advise on and support procurement.

- Implement and maintain performance management systems.
- Management of business accounts, including utilities and phone contracts.
- Management of data and information in accordance with the Local Government Transparency Code and General Data Protection Regulation.
- To perform the Responsible Finance Officer (RFO) role subject to agreement. Progression to SCP 36-39 is dependant on this role being taken on.

Dimensions

- To undertake other duties commensurate with the post.
- To provide other administration support, as directed.

Supervision

- To supervise and develop staff within the finance team.

Contacts

- Members of the public
- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities
- Internal audit

General

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

Special Notes Or Conditions

- The post holder will be expected to work occasionally at evenings and weekends.

September 2026

