



Port St Mary Commissioners

Job Description

Role: Finance Officer

Reporting to: Clerk to Port St Mary Commissioners

Functional Summary

The Finance Officer is a key role that involves the implementation of systems that are required to: develop, manage, and report on financial issues relating to the operations of the Commissioners or, where they have entered a contractual management agreement, with any third-party organisation. The post holder will be expected to have relevant qualifications or experience in the operation of financial systems and to demonstrate that ability by applying it effectively by providing smart, insightful and accurate interpretation of financial data to stakeholders as well as clear reporting to the Clerk and, through him/her to the Board.

Detailed tasks involved are:

Administration

- To provide a first point of contact for housing tenants and other customers visiting the Commissioners Offices in person, by telephone, in writing or by any other means, to transact business.
- To deal effectively with inbound requests by either responding to them directly or, if necessary, referring them to the Clerk.
- Participate in staff meetings.
- Attend any courses relevant to the post.
- Assisting with preparation for General & Casual Vacancy Elections.

Board Reporting

- To provide accurate financial information to the Clerk as required, covering any financial matters for onward reporting to the Board.
- To appear before the Board(s) to provide expert advice relating to any financial matter.

Financial Management

- To maintain the bookkeeping systems ensuring transactions are posted accurately and kept up to date.
- To operate the payroll systems ensuring that wages are paid accurately and in a timely manner, including preparation and submission of year end reports.

- To manage all bills due by the organisation and ensure that they are presented for authorisation and payment in a timely manner.
- To manage all debts due by housing tenants and other customers and make timely interventions to ensure that these always remain minimised.
- Provide accurate quarterly Management Accounts to the Board in a timely manner.
- Give a true and fair view and in accordance with proper practices as set out in the Isle of Man Statement of Recommended Practice 2007 on accounting for entities subject to the Audit Act 2006 ("The SORP").
- To provide financial information to the relevant Government Departments and ensure that monies due are claimed in a timely manner.
- To ensure timely and accurate reporting of VAT, NI/Income Tax and pensions is maintained.
- Maintain database of commercial refuse collection for invoicing.
- Preparation of monthly bank reconciliations.
- To effectively operate and administer the collection of rents and associated payments.
- Maintain database for the Boat Park owned by Port St Mary Commissioners, including annual invoicing.
- Assist the Clerk with procurement and the tendering of contracts.
- Loan reconciliations and drawdowns, including interest calculation.
- Annual budget preparation and forecasting, assisting with the annual rate setting.
- Nominal code analysis to ensure financial entries are recorded accurately and appropriately.
- Accruals and prepayment calculations on quarterly and annual basis in preparation for audit.
- Superannuation reconciliation and reporting to fund managers.
- Assist the Clerk with insurance renewal.
- Weekly banking reconciliation.
- Deal with memberships, subscriptions, and renewals.
- Dealing with staff queries regarding pensions.
- Participate in Local Authority Finance Officer Group Meetings.

Audit

- Ensure that the organisations' financial records are kept accurate and in compliance with the requirements of auditors at all times. The quality of audit report received will be a key performance indicator.
- Assist external auditors by providing required and accurate documentation and information in a timely manner.
- Assist the Clerk with the annual internal audit.

Other

Given the size of the authority and the resultant workload the Finance Officer will assist the Clerk in the general administration of the office. Tasks included in the workload include, but may not be limited to:

- The planning and implementation of events being promoted by the Commissioners
- The preparation of Board packs for the meetings of the Board(s)
- Operate in co-operation with other office staff supporting them by sharing information communicating effectively

- Ad hoc HR tasks, assisting with preparation of staff contracts.
- Any other task requested by the Board, operating through the Clerk or directly by the Clerk

Person Specification

Recognised Accountancy qualification is desirable.

The successful candidate will be expected to demonstrate:

Extensive experience in a financial environment, with preferably some Public Sector experience

Experience of providing administrative services to a wide variety of business

Experience of using computerised accounting packages, especially Sage

Advanced Excel and MS Office ability

Ability to set up a new accounting package, if requested

Ability to interpret legislation and other guidelines / technical releases.

Experience of payroll preparation

Excellent interpersonal and communication skills

Self-motivated and able to demonstrate initiative

Ability to work well as a member of a team and independently if required

Ability to organise, plan and manage own workload effectively

Ability to meet deadlines in a busy environment

Commitment to customer satisfaction

Driving licence and use of a vehicle is preferable

Remuneration

Local Authority Spine Points 29-33 (£37,167 - £41,791 – 2021/22)

Benefits

Local Authority pension scheme 6.8% EE and 27% EEr.