

Sussex Inshore Fisheries and Conservation Authority

Job Description (Under Review)

Post Title:	Finance Manager
FT/PT Hours	Part Time (minimum 3 days/22.2hr per week) Part office/part home – hybrid
Location:	IFCA Office, 12a Riverside Business Centre, Shoreham by Sea, West Sussex.
Grade & SCP:	5-6 (SCP 25-34) (Subject to experience and qualifications) £18,057-£23,132 pa (pro rata) £30,095 - £38,553)
Responsible to:	Chief Fisheries & Conservation Officer

Main purpose of the role

The Finance Manager will hold responsibility for monitoring and maintaining all budgetary and financial information and processes.

The post-holder will ensure the accuracy and integrity of the Authority's accounts, recording income and expenditure and implement budget management using appropriate accounting systems.

The individual will have strategic input when developing and setting budgets with the Senior Management Team and IFCA Authority Members.

In maintaining the Authority's accounts, the post-holder will have detailed knowledge of all relevant processes and systems to satisfy the financial needs of a small, publicly funded organisation.

The post-holder will identify, interpret, report on and apply changes in finance legislation and guidance that are applicable to the Authority.

The post-holder will work closely with the Senior Management Team (Chief & Deputy Chief Fisheries & Conservation Officer) to plan and monitor the financial position of the Authority.

Key tasks and responsibilities

The post-holder will be responsible for:

1. Managing the risks involved in spending public money and undertaking the Authority's accounting requirements.
2. Developing, implementing and maintaining appropriate financial policies and procedures across the Authority.
3. Maintaining an understanding of relevant regulations and guidance that impact upon the financial management of the Authority.
4. Maintaining strong working relationships with individuals and organisations connected to the Authority's financial management needs including local authority payroll and pensions teams, the Authority's appointed auditors and other partner organisations with which the Authority may have established MoUs.
5. Keeping accounting and other financial records, regularly reporting the Authority's financial position to the Chief Officer and meetings of the Authority's Members.
6. Managing the monthly employee payroll, allowances and expense payments, working closely with the Authority's appointed payroll service provider and East Sussex Pension Fund administration team.
7. Manage employee pension payments with East Sussex County Council and pension provider. Keep employees informed of issues arising from Local Government Pensions Scheme.
8. Ensuring that all employer and employee taxes and deductions are properly reported and paid to HMRC and other Government organisations.
9. Managing all matters concerning the payment of VAT by the Authority, and submitting recoverable VAT claims to the HMRC.
10. In accordance with statutory and internal financial regulations, managing annual audit and implementing required internal auditing processes.
11. Ensuring all income due to the Authority, including charges for fisheries permits, is received promptly.
12. Maintaining oversight of purchasing and invoicing to ensure the Authority's obligations are fulfilled promptly.

13. Managing financial aspects of property, utility, communications, IT, leased vehicle and other contracts, and working with colleagues to ensure best value when procuring supplies and services.
14. Ensuring that appropriate insurance is in place in respect of the Authority's operations.
15. Working with the Senior Management Team, support and advise on the budget planning process, Annual Plan and Annual Report and the preparation of funding applications.

The post-holder will be expected to:

- Apply consistently the principles of Equal Opportunities, as embodied in the Authority's policies and practices, throughout the duties outlined above
- Identify and undertake available training opportunities, with a commitment to continuous development
- Undertake any other tasks commensurate with the grading of the post

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. Staff team-working and individual personal development are key to the Authority's success in delivering its aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise

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Person Specification (Under Review)

Post Title: **Finance Manager**

Location: IFCA Office, 12a Riverside
Business Centre, Shoreham
by Sea.

Grade: 5-6 (SCP 25-34)

	Criteria	Is it essential or desirable		Method of Assessment
		Essential	Desirable	
Key Skills & Abilities	Competent user of common IT packages (e.g. Microsoft Office)	✓		Application Form
	Effective team worker	✓		Application Form
	Able to plan and organise own workload to meet deadlines	✓		Application Form
	Able to produce written reports including analysis and explanation of financial data	✓		Application Form / Interview
	Competent user of appropriate accounting/bookkeeping software (e.g. Sage 50)	✓		
Education & Qualifications	Professional qualification in accounting/bookkeeping. Requirement: Association of Accounting Technician qualified to Level 3 or 4 (4 viewed as highly desirable) Professional Diploma or equivalent qualification.	✓	✓	Application Form
	Minimum qualification requirements (in exceptional circumstances) may be subject to candidates providing and demonstrating high levels of experience and suitable skills.		✓	Application Form/Interview
	At least 5 GCSEs or equivalent including English & Mathematics	✓		Application Form
	Chartered accountant status		✓	Application Form

Knowledge	Working knowledge of relevant and current financial software systems	✓		Application Form
	Thorough understanding of bookkeeping in a business or equivalent body	✓		Application Form/Interview
	Accounting principles and procedures	✓		Application Form/Interview
	Understanding of or interest in fisheries and environmental management		✓	Application Form/Interview
Experience	Minimum of 3 years financial and/or office experience	✓		Application Form/Interview
	Managing staff		✓	Application Form
	Familiar with the use of databases		✓	Application Form
	Working with the public	✓		Application Form/Interview
	Working in a local government or other public sector organisation		✓	Application Form
Personal Attributes	Good communication skills	✓		Application Form/Interview
	Highly organised	✓		Interview
	Self-reliant and self-motivated	✓		Interview

Date last amended: June 2022