



FINANCE MANAGER INFORMATION PACK JUNE 2025

Welcome

Thank you for your interest in the position of Finance Manager with Godalming Town Council. Please see below a brief introduction to the Town Council.

Godalming Town Council consists of 18 councillors representing 5 electoral wards, is one of the largest town councils in the Waverley Borough and the County of Surrey and is in the upper quartile of local councils national, with a current precept of £1,236,391. It is a member of the National Association of Local Councils (NALC) network for super councils.

Although Surrey and its Districts and Boroughs are subject to Local Government Reorganisation and 2026 will see elections to a new Unitary Authority, followed by the dissolution of both Surrey and Waverley Councils in 2027, Godalming Town Council's existence is unaffected by this process.

At present, Godalming Town Council (GTC) is responsible for delivering a range of quality-of-life services and community activities that include its town centre venue the Wilfrid Noyce Centre, Broadwater Youth & Community Centre and the town's iconic Pepperpot and the Ockford & Aarons Hill Hub. The Town Council also funds the Godalming Youth Service, Godalming Museum, public toilets in Godalming and Farncombe, two cemeteries, sixteen acres of allotment sites, Floral Godalming flower displays, Christmas Lights in Farncombe and Godalming retail centres and a range of festivals and markets held in the town.

The Council also runs the Staycation holiday programme, the town's annual Remembrance Parade and assists in the management of the markets held both in Godalming and Farncombe. The Town Council supports several events run by community organisations such as Sport Godalming's Community Run and the Round Table's Town Show, all of which help make Godalming such a vibrant community.

Across its service area the Council has 25 employees.

THE JOB

JOB DESCRIPTION

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|----------------------------|--|
| Job Title: | Finance Manager |
| Location: | Council Offices, 107-109 High Street, Godalming, Surrey, GU7 1AQ |
| Contract Type: | Permanent |
| Reports To: | Responsible Finance Officer (RFO) |
| Responsible For: | Finance Assistant |
| Hours of Work: | 28 hours per week (flexible office hours) |
| NJC Scale: | LC2 24-28 £34,314 - £37,938 FTE (£25,967 – £28,710 pro rata) |
| Salary Start Point: | SCP 26: AAT Level 3 or relevant experience. £36,124 (£27,337 pro rata) SCP 27: For candidates with AAT Level 4 or equivalent, and/or public-sector background, and demonstrable policy/reporting capability. £37,035 (£28,026 pro rata) |

1. Purpose Of The Role

To ensure the effective and compliant delivery of the Council's financial operations, with responsibility for designated budget areas, the implementation and development of internal controls, and direct supervision of finance personnel. The postholder supports the RFO in maintaining sound financial management and contributes to strategic financial planning and policy development.

2. Principal Responsibilities

2.1 Financial Operations and Accountability

Manage and monitor designated cost centres and budget areas in consultation with service leads.

Process and oversee all financial transactions, including purchase and sales ledgers, journals, payments, and receipts.

Prepare VAT returns, assist with the production of year-end financial statements, and maintain compliance with audit requirements.

Lead the reconciliation of bank accounts, balance sheets, and key control accounts.

Oversee payroll preparation and pension contributions, ensuring timely and accurate submissions.

2.2 Financial Reporting and Policy Development

Provide monthly budget monitoring reports for the RFO, Council Committees, and service managers.

Contribute to the preparation of medium-term financial plans, forecasts, and budget setting papers.

Draft financial summaries, policy recommendations, and options appraisals to support Council decision-making.

Maintain and enhance financial procedures and ensure alignment with national regulations and council policy.

2.3 Strategic and Project Input

Support financial input into council projects and service initiatives, including funding applications, cost monitoring, and reporting.

Support procurement processes and provide financial scrutiny of tenders and contract performance.

Identify opportunities for system improvements, leading the implementation of enhancements to financial software and reporting tools.

2.4 People Management and Leadership

Line-manage the Finance Assistant and any temporary finance support staff, including appraisals, performance reviews, and professional development planning.

Allocate and monitor workloads, ensuring high standards of service delivery and resilience across the finance function.

Act as a mentor to junior finance staff and support succession planning within the team.

Deputise for the RFO as required in operational matters.

2.5 Support Functions and Customer Service

Respond to finance-related queries from members, staff, suppliers, auditors and the public.

Provide professional financial advice to colleagues and councillors within the remit of the role.

Maintain accurate records in compliance with GDPR and the Council's data management procedures.

3. Health & Safety

All staff are required to:

Take reasonable care for their own health and safety and for others affected by their actions.

Cooperate with the Council in all matters relating to health and safety.

4. Person Specification

Qualifications and Training

| Criteria | Essential | Desirable |
|--|------------------|------------------|
| 5 GCSEs including English and Maths | ✓ | |
| AAT Level 3 or above (or equivalent) | ✓ | |
| Commitment to continued professional development | ✓ | |

Experience

| Criteria | Essential | Desirable |
|---|------------------|------------------|
| Finance administration and reconciliations | ✓ | |
| Payroll and pensions administration | ✓ | |
| Supervisory or line management experience | ✓ | |
| Budget monitoring or cost centre control | ✓ | |
| Preparing reports for committees or senior management | ✓ | |
| Local authority or public sector finance experience | | ✓ |

Skills and Abilities

Excel and financial software proficiency (RBS Omega, SAGE, or similar)
Ability to interpret and present complex financial data clearly
Good communication and advisory skills
Excellent organisational and time management skills

Personal Attributes

Integrity and discretion when handling confidential information
Professional and adaptable approach
Self-motivated and proactive
Committed to excellence in public service

5. Additional Information

Occasional evening meeting attendance may be required (time off in lieu will apply).
Travel within the local area may be occasionally required and reimbursed at HMRC rates.
This job description may be reviewed and updated to reflect operational or policy changes.