



## LERWICK PORT AUTHORITY

### JOB DESCRIPTION

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**JOB TITLE:** Finance Officer

**JOB FUNCTION:** Responsibility for the day-to-day management, maintenance, operation and development of the Authority's financial functions and systems. Preparation of Management Accounts and financial projections. Overseeing Clerical Assistants and providing support to the Deputy Chief Executive and Chief Executive.

**KEY RESONSIBILITIES  
& MAJOR TASKS:**

Responsibility for financial management at the Authority, including the production of Management Accounts and financial projections and supervision of clerical staff. Also the management, maintenance, development and operation of the Authority's accounting and payroll systems. Monitoring same to ensure their efficient, cost effective and profitable operation.

**Preparation/Processing/Recording:**

Overall responsibility for overseeing the following areas:-  
Preparation, processing and recording of records relating to shipping, pilotage, cargo, statistics, car park facilities, storage and rents.  
Invoicing, payroll, purchase, sales and nominal ledgers.

**Compliance/Reports:**

Preparation of statistical and financial reports, including Management Accounts, VAT, payroll and taxation returns, and statutory cargo and statistical returns.

**Banking:**

Management of banking functions including the monitoring and maintenance of the Authority's various accounts and those of its associate companies to maximise credit position. Liaison with bank officers as required.

**Accounts:**

Preparation of monthly/quarterly/annual management accounts as required. Preparation and maintenance of financial projections. Liaison with auditors/accountants as required.

**Funding Opportunities:**

Investigate sources of external funding to support projects and contracts to be undertaken by the Authority. Completion of any application forms and financial returns required for same.

**Systems Development:**

Overseeing the installation and implementation of any upgrades to the Authority's financial systems and recommending any improvements and/or renewals as required.

**Procurement:**

Manage the Financial Performance of areas of responsibility and oversee and monitor the

purchase of goods and services required to meet the needs of the financial aspects of the business to ensure the most effective use of resources.

**Associated Company:**

Manage the financial aspects of the operation of Blackhill Industrial Estate Limited including invoicing, rent reviews, banking and maintain nominal ledger.

**Special Projects:**

Undertaking special projects under the direction of the Chief Executive and/or Deputy Chief Executive

**General:**

Undertake any other duties as necessary to meet the needs of the business.

**REPORTING TO:** Deputy Chief Executive and Chief Executive.

**SUPERVISING:** Clerical Assistants.

**RESPONSIBILITIES:** Ensuring security of office premises, documentation, computer records and overnight cash on a day by day basis.  
Comply with the Authority's Health & Safety, Port Marine Safety, Security and Quality Policies. Carry out Risk Assessment/s before commencing work.

**AUTHORITIES:** Those delegated by the Deputy Chief Executive and Chief Executive.