

Finance and Project Officer

Job Description

Summary

To provide administrative support to the Town Clerk, ensuring the aims and objectives of the council are fulfilled at all times.

To assist in managing the town council's accounts within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice under the direction of the Clerk, (*experience in using Scribe Accounting Package and Excel would be advantageous*).

Précis of Main Terms and Conditions

1. A minimum of 27.5 Hours per week
2. Flexible to cover meetings
3. Annual Full Time Salary SCP LC1 1 (13-17) £24,948 – £26,845 dependent on experience and qualifications
4. Local Government Pension Scheme.
5. Annual paid holiday 21 days (plus 8 days Bank Holidays, plus 3 days for Christmas and after 5 years' service rising to 26 days (pro rata) plus 3 days for Christmas and Bank holidays.

Person Specification – Main Attributes

1. Experience of Accounting Software
2. Preferred knowledge of local government statutory framework
3. Organised and diligent
4. Diplomacy and discretion skills.
5. Must hold or be working towards an accounting qualification.
6. Must be politically neutral.

The list of skills a Finance Assistant should possess include:

- Good reading and writing skills.
- Strong grammar and spelling.
- Competent keyboard skills.
- Good communication.
- An ability to work individually and as part of a team.
- The ability to concentrate for long periods of time.
- Attention to detail.

Purpose:

Maintaining financial records, preparing vat returns, and aiding in the reporting of the financial health of the council. Preparing financial statements for review by the Town Clerk/RFO and preparation of financial reports that are submitted to the Finance and General Purposes Committee.

Job Duties:

- Recording financial transactions
- Handling accounts payable and receivable.
- Preparing Vat Returns
- Updating Bank mandates
- Record and produce utility information
- Bank Reconciliations
- Preparing the Payments of regular bills for the Council.
- Maintaining Council ledgers
- Handling Customer invoices by recording and approving.
- Appropriately coding payables and input onto Sage.
- Preparing purchase orders in accordance with requests for materials
- Attending Charity meetings and issuing Agendas.
- Recording meeting minutes and reporting Charity accounts.
- Recharge of time attributed to Charity activities.
- Liaising with the Charities Commission
- Grant Funding applications
- Filing historical records and retrieving necessary documents as needed for others.
- Recording cash receipts and handling bank deposits
- Maintaining petty cash
- Preparing information for Town Clerk/RFO.
- Providing administrative and clerical support as needed ie filing, shredding.
- Additional bookkeeping duties as designated by the Town Clerk/RFO.

Skills and Qualifications:

- Knowledge of Accounting Principles,
- Organisation,
- Timeliness,
- Knowledge of Accounting Software, preferably Sage or Scribe.
- Data Entry Skills,
- Thoroughness,
- Confidentiality,
- Analysing Information,
- Problem Solving,

- Clerical Skills,
- Multitasking,
- Ability to Operate Basic Office Equipment,
- Interpersonal and Customer Service Skills,
- Knowledge of Regulatory Requirements,
- Professionalism,
- An ability to work quickly and accurately
- Good concentration
- An eye for detail
- An ability to work to deadlines
- Good computer skills (especially with databases and financial software)
- To be honest, discreet and trustworthy

Staff Structure

