



JOB DESCRIPTION

Title	Finance and Administration Officer
Working hours	37 hours per week, flexible working
Salary scale	New SCP 23-28 (at 2019-20 rate, starting salary is £26,999)
Working Pattern	Monday- Friday office hours, some weekend and evening working necessary

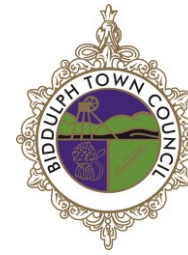
DUTIES

- Operate a computerised accounts system, maintaining records of the Council's income and expenditure and filing all original documents.
- Provide financial support in the delivery and commissioning of services.
- Ensure prompt payment for goods and services received by the Council, including the processing of purchase orders and invoices, preparation of payments.
- Process sales invoices in accordance with Council schedules and rates. Ensure invoices are paid and bad debts are referred to the relevant committee.
- Monitor and control petty cash usage in accordance with Council procedure
- Provide Financial Reports for the Chief Officer, the Council and its committees, as required.
- With the Chief Officer, ensure staff are paid in line with Council procedures.
- Carry out monthly bank reconciliations.
- Prepare a schedule of accounts for payment for Council meetings.
- Scrutinise and monitor grant applications to the Council to ensure conformity with Council policy.
- Carry out regular reconciliations of credit card and other accounts.
- Prepare figures for the quarterly VAT returns.
- With colleagues, ensure financial information in the Council's website is correct.
- Monitor and review the Council's contracts with providers and suppliers and recommend alternatives on price and quality.
- Monitor and review the system of internal control.
- Provide support with the production of the year-end accounts.
- Monitor the Council's banking processes
- Carry out duties in accordance with the Financial Regulations, Standing Orders, Scheme of Delegation and any other relevant policies of the Town Council.
- Balancing cash payments (shop and events)
- Monitor purchases, updating and monitoring the Asset Register as appropriate
- To act as a Deputy to the Chief Officer during periods of absence.
- To prepare minutes and agendas for Council Committees and Working Groups, as required.
- Attend evening Council and committee meetings, as required.



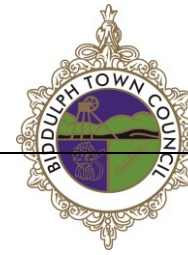
- Support the Chief Officer in ensuring that the Council's obligations for Health and Safety Regulations are properly met
- Prepare and monitor risk assessments, as required.
- Act as the officer responsible for collating requests for allotments and leading on the introduction and development of allotment provision (including tenant liaison)
- Support the team with updating the website.
- Identify funding sources to support the on-going work of the Town Council and prepare funding applications for submission.
- Assist in the organisation of Town Council events
- Lead the Town Council's implementation of GDPR, oversee transparency and online accessibility in line with requirements.
- As Deputy Registrar, attend burials and update burial records, ensuring booking and authorisation systems are robust and adhered to.
- Whilst attending the Burial Ground(s), ensure that rules and regulations are being adhered to.
- Be responsible for ordering office and other items as identified by the team, authorised by the Chief Officer.

- Attend training courses associated with the work and role.
- Carry out other duties commensurate with the grading of the post as reasonably required from time to time.



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications / Knowledge	<p>Degree in a management or professional/technical field and/or 5 years' experience in a related field.</p> <p>Up-to- date knowledge of technical and procedural developments in relevant field.</p> <p>Evidence of continuing professional development.</p>	<p>Membership of a relevant professional body as required for the post.</p>	<p>Application/Certificates</p>
Work Related Experience / Job Related Skills	<ul style="list-style-type: none"> • Proven ability to develop, coordinate, implement and review Council processes. • Experience of management and control of budgets including setting, monitoring, forecasting, reporting and preparation of estimates. • Demonstrate ability to use technology to improve business effectiveness. • Previous and demonstrable success in delivering innovative and creative solutions to service delivery. • Proven ability to understand and promote the Council's vision and priorities. 	<p>Experience in establishing and developing strong working relationships with a range of people from relevant organisations including professional bodies.</p>	<p>Application/Interview</p>



	<ul style="list-style-type: none"> • Proven ability to identify and manage risks within the remit of the job. • Demonstrate ability to provide cover in other Managers and Officers absences, taking full responsibility for key business and resource issues. • Commitment to continue own professional development, including job specific skills/knowledge, IT skills and financial management. 		
<p>Personal Skills</p>	<ul style="list-style-type: none"> • Proven ability to communicate with confidence with people at all levels, including the media, representatives from external organisations, central and local government and council members • Demonstrate a sound understanding of equal opportunities and diversity issues in relation to employment and service delivery. • Proven ability to work collaboratively building trust, mediating, conciliating, negotiating and delegating. • Relevant experience researching topics and writing proposals for Council/Committee approval. 	<p>Experience of working as part of a team</p>	<p>Application/Interview</p>
<p>Special Working Conditions</p>	<p>Will be required to work outside of normal working hours and to attend evening meetings.</p>		<p>Application/interview</p>



Specialist Qualifications / Experience	A successful track record elsewhere in Local Government and prepared to quickly qualify as a town clerk (within 12 months of employment).	Experience with VAT returns, payroll, AGAR returns and appointment/management of internal/external auditors in a Council setting.	Application/interview
Specialist Knowledge	Knowledge of statutory requirements relating to Proper Officer and Responsible Finance Officer. Knowledge and experience of financial management and control systems.		Application/interview