

JOB DESCRIPTION

JOB TITLE: FINANCE AND ADMINISTRATIVE OFFICER (22 HOURS PER WEEK)

RESPONSIBLE TO: Clerk to Parish Council

MAIN PURPOSE OF JOB:

To assist in managing the financial and cemetery business of the Council in accordance with the Council's Standing Orders, Financial Regulations and Burial Authority Rules and Regulations and to provide support in the office to allow for continuance of business.

MAIN DUTIES:

1. To prepare financial reports. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters.
2. To assist in the preparation of draft estimates. When approved by Council these will form the annual budget monitoring during year.
3. To bank regularly all money received and expended by the Council.
4. To ensure that all money due to the Council is billed and collected promptly.
5. To manage cash flow and control investments and bank transfers.
6. To control payments by cheque and online.
7. To handle the overall management of payroll. To ensure prompt payment of tax and national insurance to the collector of taxes either monthly, or where appropriate, quarterly. To ensure, where appropriate, prompt payment of sums due to the relevant pension authority.
8. To take overall responsibility for submission of quarterly VAT returns and to deal with VAT inspections. Calculate exempt supplies limits before completing returns.
9. To verify and code supplier's invoices prior to certification for payment.
10. To prepare and balance final accounts in accordance with the regulations and report thereon to the Council.
11. To produce accounts and records for external audit in accordance with the regulations.
12. To arrange for internal audit material of all aspects of the Council's financial affairs.
13. To operate the Council's computerised accounts system and Cemetery Package.
14. To keep the Parish Councils Website updated.
15. To update Parish Council publications and media content.
16. To lead on providing a reception / enquiry service.
17. To provide cover if required and assist with any other duties that the Clerk may require.
18. To attend occasional meetings / training sessions outside your normal hours of work.

SALARY/TERMS OF EMPLOYMENT:

Employed within a salary scale which covers NJC Spinal Column Point Range SP 18 – 23 (£24,982 to £27,741) based on 37 hours per week.

The job is 22 hours per week to be worked by mutual agreement. The starting scale point is SP18 and currently equates to £14,849 per annum.

All other terms and conditions in accordance with the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). Contract of Employment will be based on the above. The employment will be subject to a probationary period of six months' satisfactory service. Payment of salary by bank transfer.

Whetstone Parish Council is an Equal Opportunities Employer.

PERSON SPECIFICATION

KEY JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING MECHANISM
QUALIFICATIONS			
Good general education	✓		Application Form
Maths qualification (GCSE minimum)	✓		Application Form
English language qualification (GCSE minimum)	✓		Application Form
EXPERIENCE			
Previous experience in local government or in a similar financial role		✓	Application Form
KNOWLEDGE			
Knowledge of computerised accounts systems or principles of manual bookkeeping	✓		Application Form
Knowledge of PAYE and use of SAGE /RIALTIS		✓	Application Form/Interview
Knowledge of Financial Administration requirements in a public service/customer focused environment	✓		Application Form /Interview
SKILLS			
Good working knowledge of Microsoft Office applications (Including Word, Outlook, Excel)	✓		Application Form /Interview
Keyboard, IT and use of Internet	✓		Application form
PERSONAL QUALITIES			
Willingness for continuous learning, including the use of the Council's relevant finance and payroll packages	✓		Interview
Ability to fit into a committed and customer focused team	✓		Interview
An accurate and methodical approach to work and ability to follow established procedures	✓		Interview
Ability to prioritise work within recognised procedures	✓		Interview
Ability to maintain confidentiality	✓		Interview
OTHERS			