

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION

Position: Finance Officer

Job Overview: To be responsible for the general day to day financial administration of the council, and the payroll. To work as a team with other members of staff and assist with other administrative, clerical and reception work. To assist in the development and maintenance of systems ensuring that they are accurate and up to date at all times.

To effectively assist with the delivery of a broad range of the Council's services, developing good practice and promoting the Council's activities across all areas of business.

Enhanced DBS checks will be undertaken in accordance with requirements for the running of Okehampton Youth Council.

Responsible To: Town Clerk/Responsible Financial Officer (RFO)

Hours: 22.5 hours per week, Monday to Wednesday 9am to 5pm (or as agreed by the Town Clerk, but must include Mondays) including some evenings and occasional weekends

Pay Scale: NJC pay scale: SCP9 £25,119, rising to SCP10 £25,545 following successful completion of the probationary period. Figures are based on 37 hrs per week and will be paid pro-rata. (Pay increase pending)

Key Areas of Responsibility:

Financial – To be responsible to the Town Clerk for the Council's data input into its financial accountancy package and financial duties as below, but not limited to:

- Preparation of purchase invoices and checking for accuracy before payment, issuing of cheques and setting up of BACS payments for approval. Analysis of budget headings (nominal codes) and ensuring expenditure remains in budget. Reconcile budget monitoring report to the nominal ledger report. Preparation of weekly spreadsheet of expenditure for approval
- Issue of debtors' accounts/sales invoices (sales/purchase ledger knowledge and control). To chase debtors if payment is late
- Preparation of hall booking, rental and other sales ledger invoices on specified timescales; monthly, bi-monthly, quarterly and yearly as required, and recharge of services to others.
- To ensure regular back-ups, data storage and checks of the financial software package used by the council is undertaken.
- To complete year end closedown and the associated journals.
- Maintaining and updating purchase order system
- Receipt of cheques and cash and regular banking of monies
- Maintenance of petty cash system

- Preparation and issue of monthly accounts, balance sheets and reconciliations for Policy & Resources Committee and Council as required
- Preparation and keeping of accounting information for specific projects as required
- Recording on a spreadsheet of any grant income received
- Administration of any Town Council grant schemes or initiatives including processing of applications, liaison with councillors, preparation of associated reports for Policy & Resources Committee or Council and notification of outcome.
- Completion and submission of VAT return to HMRC on quarterly basis
- Assist with drafting and management of the budget/precept documentation
- Preparation and processing of monthly salary and pensions, including pension auto-enrolment, submission of RTI to HMRC and pension data interface to DCC and any other associated requirements. Preparation of salary year-end and production of employees P60s.
- To monitor bank signatories and interest rates on investments
- To complete month end and annual accounts for Simmons Park Charity and the Mayors Charity, and associated financial work as required.
- Preparation and maintenance of spreadsheets for services, including parking permits
- Obtaining/taking utility service meter readings, monitoring of contracts and obtaining new when required
- Recording, monitoring and obtaining quotations for contracts for services, for example photocopier, as required by the Town Clerk.
- To assist in the preparation and writing of grant applications
- To update and maintain the existing asset register and inventories for all areas of council business.
- Placing orders for supplies, equipment and services as required

General - Including but not limited to:

- Work with other staff members on acceptance of bookings and promotion of the Charter Hall and facilities, reception work, issuing of parking permits, any other assistance required and to provide cover during periods of absence.
- To ensure the security of the buildings and take all reasonable steps to prevent access to unauthorised or undesirable persons.
- To act as first aider and fire marshal
- In the absence of the Town Clerk or Assistant Town Clerk to assist with the running of the Youth Council including facilitating meetings and events.
- To assist other members of staff with the planning and running of any events that may be arranged by the Council, including stewarding of road closures
- To attend and take part in meetings and briefings of the council and staff as required.
- To keep abreast of relevant changes in legislation that impacts the role and report to the Town Clerk, Council or other members of staff as necessary.
- To undertake any other appropriate and related tasks commensurate with the role or as required by the Town Clerk.