

JOB PROFILE

POST TITLE: Finance Assistant
RESPONSIBLE TO: Deputy Town Clerk (RFO)
HOURS: 22 hours per week worked across three days
SALARY: NJC scale points 21 – 24 (£20,138 - £21,962 pro rata)

JOB PURPOSE

To provide an efficient and accurate finance function for the Town Council.

Job Description

Main Duties and Responsibilities

- To support the preparation of the year-end accounts
- To Support the preparation of the Annual Budgets and Precept request
- To undertake the day-to-day accounting or the Town Council

1. Accounts

- Compose and process purchase orders for goods
- Raise and process sales invoices and monitor/chase payments relating to these
- Input purchase orders, invoices and payments onto the Council's computer accounts package.
- Maintain the Town Council's budget spend
- Complete the VAT reconciliation and VAT return
- Produce Invoice Payment list for Finance Committee
- Complete Online Banking payments following Committee Approval
- Respond to Accounts queries

2. Month-End

- Collate payroll data and submit to payroll provider
- Arrange for payment of staff salaries
- Ensure correct payments are made to HMRC and PAYE in relation to staff pay and the Town Council's contribution
- Processing of Pension data and preparation of Pension returns
- Undertake the bank reconciliation

3. General

- Support the annual financial audit
- Maintain the fixed asset register
- Undertake research and prepare reports for presentation at Town Council meetings
- Assist in the office with handling phone calls and work as part of a team
- Assist at Town council events as required
- To support the general running of the office by carrying out appropriate duties, outside of this job description, as required.

PERSON SPECIFICATION

Experience/Knowledge

ESSENTIAL

- Previous finance experience
- Previous admin experience
- Experience of bespoke accounting packages
- Excellent IT Skills (MS Office – Word, Excel)
- Time management skills

Education/Qualifications

Educated to A-level standard (or equivalent) and with good command of Maths and English, both written and spoken.

Personal job related skills (all desirable)

- Good communication skills
- Good customer service skills
- Able to maintain confidentiality
- Well organised and practical
- Attention to detail
- Non-judgmental
- Open to new ideas
- Good at solving problems
- Calm under pressure
- Have a positive personality and can use it to overcome barriers
- Comfortable working as a member of a team
- Willing to undertake further training to improve their knowledge and skills

Other requirements

ESSENTIAL

A broad understanding of, and a commitment to, equal opportunities

Employee Declaration:

I have received, reviewed and understand the job description for Finance Assistant. I further understand that I am responsible for the satisfactory execution of the functions as described

Signed:	
Dated:	
Name:	