



BRACKLEY TOWN COUNCIL

New Role: **Finance Officer**

Responsible to: Deputy Town Clerk

Hours: Full time – 37 hours

Salary Scale: 18 - 23 (£24,982 - £27,741)

Job Purpose: To provide effective, efficient and professional finance and booking for BTC

Accounting

- To be responsible for the maintenance of all computerized and other financial records of the Council and for the day to day administration of its finances within the approved budget and in accordance with the Council's adopted financial regulations. This includes oversight of the Council's purchase ledger, purchase order procedures, capturing of invoices and appropriate authorization of expenditure as well as oversight of the sales ledger, raising of sales invoices and recording for all income.
- To maintain statutory Value Added Tax records liaising as necessary with HMRC and to submit the quarterly VAT return.
- In discussion with the deputy town clerk, ensure that the budget is managed robustly and that expenditure does not exceed the amounts authorized in the approved budget for the year and that the budget is managed robustly.
- Produce invoice payments list for the Finance Committee for approval
- Respond to accounts queries
- Collate payroll/pension data and submit in a timely fashion including the pension year end and ensure correct payments are made to HMRC and PAYE.
- Invoice as required for cemetery activities
- To supervise the administration of the Town Council's bank accounts, check and retain all bank statements and produce monthly reconciliations for each account to approved by Council.
- Preparation of end of year report and supporting accounts for approval by the RFO and Council and for audit liaising as necessary with the appointed external auditors.
- To support the RFO and co-operate and liaise with the internal auditor and make available all documents, information and records during the twice yearly internal audit visits and at any other times as appropriate.
- In discussion with the TC, DTC, Comms, Marketing & Events and Ops Manager, maintain the fixed asset register

Bookings

- Manage booking of BTC venues using Hallmaster, assist with booking enquiries.
- Liaising with the Operations Manager re Risk Assessments required for hirers.
- Manage payments received for venue hires, walk-ins and postal.
- Effective diary management of all venues to maximize usage and income from all venues
- Manage "The Loft" requirements in conjunction with the Operations Manager.



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Meetings

- Prepare various reports as required for council, inc. budget monitoring, quarterly and half year reports, venue financial reports – income and expenditure

General

- Maintain paper records as required
- Work with TC, DTC, Comms, Marketing and Events and Operations Manager with budget recommendations
- To be a team player and help out, as needed with any appropriate duties outside of this job description across the activities of BTC.



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PERSON SPECIFICATION

Finance Officer

Skills and Abilities

Excellent team player – we are a small team and work closely together

Highly numerate

Keyboard and IT skills including working knowledge of Microsoft Office applications

Strong organisation and prioritisation skills including ability to manage own workload and use initiative.

Ability to deal with people at all levels in a professional manner

Enthusiasm and flexibility – open to new ideas

Able to maintain confidentiality

Willing to undertake further training to improve knowledge and skills

Experience

Previous experience of sales and purchase ledger, preparation of annual accounts, bank reconciliations, VAT, payroll, audit and financial risk assessment

Experience of public sector finance

Experience of using RBS finance software

Qualifications

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

Or

5GCSEs and equivalent practical experience.

Other Requirements

There may be some evening/weekend events and the post holder may be asked to volunteer at these. Time off in lieu will be given.