



New Role: Finance Assistant/Office Administrator

Responsible to: Deputy Town Clerk

Hours: Full time – 37 hours

Salary Scale: 13 – 17 (£24,948 - £26,845 – pay award pending)

Job Purpose

Working closely with our finance officer, this role will support the officer together with general administration duties.

Key Functions and Responsibilities – Financial

- Preparing paperwork for financial transactions – coding and listing invoices onto spreadsheet
- Data input into bespoke finance system
- Ensure all finance documentation is scanned and filed using the in-house filing system
- Assist with the preparation of documentation for the Finance & Policy committee
- Credit control – chasing payments
- Monitoring payments and deposits from our bespoke bookings system
- Answering queries from hirers, suppliers and contractors
- Other ad-hoc duties to assist the Finance Officer

Key Functions and Responsibilities – Estates

- Taxation of company vehicles
- Provide admin support as required for the Estates Manager – typing, researching, photocopying, laminating, ordering supplies/uniform etc.
- Update parish online with tree survey/dog bins/street furniture etc.
- Updating and tracking street faults on Street Doctor/Fix My Street
- Maintaining records of up-to-date insurance and risk assessments for contractors
- Monitoring vehicle MOT dates
- Creating signs for road closures, cemetery, events, etc.

Key Functions and Responsibilities – Administration

- To provide a professional first point of contact for visitors to BTC offices, telephone and website contacts.
- Forwarding queries to appropriate services
- Maintaining leaflets, displays and internal notice board and outside office notice board
- Maintain appropriate levels of stationery for the office/unit



- Maintain appropriate levels for office equip. – photocopier, franking machine etc.
- Provide admin support as required for Clerk/Deputy Clerk– typing, photocopying, proof-reading, etc.
- Maintain an up-to-date database of contacts for local dignitaries, groups and associations for use by all staff.

Council

- Maintain up-to-date, postal records, committee information and attendance register for all Councillors
- Collate, print and issue agenda packs for all council meetings
- Scanning and uploading agenda packs to the website
- Scanning and uploading draft minutes as appropriate
- Scanning and upload signed minutes (removal of draft minutes) as appropriate
- Maintain a minute tracker monthly
- Create the yearly minute books, deliver to the binder and collect when completed
- Receive and complete the planning application list in preparation for the meeting
- Where necessary provide the Mayor with support including helping with correspondence and maintaining the civic diary of engagements
- Assisting at civic events. This maybe at a weekend and time off in lieu will be given
- Assisting at weddings and civil ceremonies. This maybe at a weekend and time off in lieu will be given

General

- To be a team player and help out, as needed with any appropriate duties outside of this job description across the activities of BTC.

PERSON SPECIFICATION
Finance Assistant/Office Administrator

	Essential Attributes	Desirable Attributes	Method of Evaluation/Testing
Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSEs including maths & English or level 2 vocational qualifications and level 2 qualifications in maths and English. • Must be entitled to legally work in the UK 	<ul style="list-style-type: none"> • Finance qualification 	Application
Experience	<ul style="list-style-type: none"> • Finance or accounting knowledge and experience • Intermediate Excel skills • Experience using financial software • Experience in receiving and interpreting instructions • Working to tight and challenging deadlines • Be able to work to appropriate objectives • Working within a team environment, communicating with stakeholders and operating within tight deadlines 	<ul style="list-style-type: none"> • Previous experience in a similar role. • Use of RBS financial software – not essential as training will be given • Previous local government experience • Understanding of financial regulations and internal control procedures 	Application and Interview
Aptitudes	<ul style="list-style-type: none"> • A confident, outgoing person • Good to excellent IT skills including Microsoft excel and experience of using financial software • An understanding of VAT calculations on invoices • Personal organisational skills including time keeping and workspace management • Have a spirit of co-operation and a positive, can-do attitude • Must demonstrate a reliable and flexible approach to work • Have a professional telephone manner • Dynamic, innovative and adaptable approach to all tasks • Ability to multi-task • Self-directed and motivated • Excellent communicator • Respond well to pressure • Commitment to equality and diversity • A desire to professionally develop your skill-set • Work well in a team and with a wide range of people 	<ul style="list-style-type: none"> • Good sense of humour 	Application and Interview

