

Job Profile

Finance Officer



JOB DESCRIPTION – FINANCE OFFICER PENISTONE TOWN COUNCIL

Overall Responsibilities

To report to and assist the role of the Clerk and Responsible Finance Officer in all aspects of administration, financial and clerical support. To represent positively and promote the Council and its work in all dealings, both internal and external.

Specific Responsibilities

Administration

1. Deal with all general day to day correspondence, telephone calls, emails on behalf of the Council.
2. Order and maintain stocks of office equipment and cleaning supplies in the absence of the Assistant to the Clerk.
3. To type and photocopy documents as directed and manage any software issues and general office operations in the absence of the Assistant to the Clerk.
4. To assist the Town Clerk to manage the Town Councils office systems aimed at the efficient storage of documents, records, spreadsheets etc. with due regard, where applicable, to GDPR legislation.
5. To assist with the management of the Town Councils archiving system and ensure retention and destruction under the retention of Public Records Policy and Data Protection Act associated with the role.

Finance

1. To maintain computerised, day to day and annual financial records, and monitoring of income and expenditure against the approved budget, working with the Responsible Finance Officer as required.
2. To issue invoices on behalf of the Council and ensure payment is received.
3. To operate payroll including pensions and PAYE returns and end of year procedures in conjunction with the Town Clerk.
4. To manage the petty cash and banking.
5. To input the daily income and expenditure and associated journals.
6. To prepare financial reports in agreed format for regular meetings of the Town Council in liaison with the Responsible Finance Officer.
7. To prepare a schedule of payments due for submission to the Town Council.
8. To assist the Responsible Finance Officer with the preparation of the draft annual budget and to assist with the ongoing monthly monitoring of budgets.
9. To obtain quotes for goods and services as requested by the Clerk and in line with the Councils Financial Regulations.
10. To prepare the draft annual financial return and supporting accounts for the Responsible Finance Officer.
11. To manage the Council's payroll, including PAYE, NI and superannuation and to keep records of mileage, sickness, annual leave and TOIL.
12. To maintain statutory Value Added Tax and Pay-As-You-Earn records, liaising as necessary with HM Revenue & Customs.
13. To maintain appropriate banking arrangements and carry out regular bank reconciliations as required.
14. To assist the Responsible Finance Officer with the examination, verification and certification of

contracts for work, goods or services that have been received, carried out, examined and approved.

15. To examine invoices, in relation to arithmetic accuracy and to analyse them to the appropriate expenditure heading.
16. To maintain the Parish Council Asset Register and ensure it is updated as required.

Meetings

1. To support the Clerk in dealing with all matters arising before and after Council meetings.
2. To attend Council meetings as and when required in relation to financial matters.

Any other duties

1. To carry out any other duties as requested by the Town Clerk that is applicable to the role.
2. On occasions the job will involve work outside of normal office hours.

Person Profile		Finance Officer
	Essential	Desirable
1. Educational qualifications	<p>A good general education: 5 GCSE's or equivalent including Maths and English</p> <p>Accounting qualification, e.g. AAT/ACCA. Relevant level 3 or 4 qualification.</p>	<p>A degree in any subject</p> <p>Financial Introduction to Local Council Administration (FILCA)</p> <p>Holds a Certificate in Introduction to Local Council Administration (ILCA)</p> <p>Membership of a professional body, e.g. SLCC, CIPFA, CIPD.</p> <p>Other relevant vocational and/or job-related training.</p>
2. Work experience	<p>Experience of operating accountancy software e.g. Rialtas, Sage.</p> <p>Clear and evidenced ability in financial management.</p> <p>Experience of working in a financial setting.</p> <p>Experience of managing budgets.</p> <p>Experience of managing corporate finances and VAT.</p> <p>Competent in using Microsoft Office packages namely excel, word, outlook.</p> <p>Good office management skills.</p>	<p>Up to date knowledge of local government legislation relating to local councils and finance.</p> <p>Experience of operating payroll software.</p> <p>Experience of working in a Town or Parish Council, preferably as a RFO, or working in any Local Authority.</p> <p>Experience of dealing with the public and managing difficult situations.</p>
3. Skills and knowledge	<p>Ability to understand the legal framework in which a local council operates.</p> <p>IT skills (Microsoft Office)</p> <p>Ability to produce reports.</p>	<p>An understanding of the purpose of a local Council.</p>

	<p>Good communication skills.</p> <p>Problem solving skills.</p>	
4. Personal qualities.	<p>Willingness to work outside of office hours and attend in the evening when required at Council meetings.</p> <p>Willingness to undertake training.</p> <p>Willingness to occasionally travel to meetings or further afield.</p> <p>Committed to the role and achieving the strategic objectives of the council.</p> <p>A commitment to working within the Council's equalities and Health and Safety at work obligations.</p> <p>Ability to maintain good working relationships with staff, Councillors, contractors, and members of the public.</p> <p>Self-reliant and self-motivated.</p> <p>Ability to work alone without supervision.</p>	<p>Ability to manage own working time to meet needs of the council without close supervision.</p>
5. Abilities: Practical and Intellectual skills.	<p>Excellent organisational skills, ability to prioritise and meet deadlines.</p> <p>Strong inter-personal skills, ability to work effectively on your own and in a team.</p> <p>Strong communication skills, both orally and in writing at all levels.</p>	

6. Statements Applicable to all Jobs
All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Health and Safety; Equal Opportunities; Risk Management; Data Protection; Equality and Diversity and Financial Regulations.
The job profile is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council.
The person profile covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These may include ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.
The Employee Competencies outlined in the person profile are the minimum standards of behaviours required for working at the Council in any post and are assessed as part of the selection process. <i>They are not required to be addressed in the application form.</i>
This job and person profile has been prepared in accordance with the requirements of the Council's Equality and Diversity Policy. We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages applicants may have.