

## **Job Description**

**Finance Officer – 21 hours per week**

**Temporary Maternity Cover from November expected to be for 10 months.**

**Hours:** 21 per week. You will be expected to work 9am to 4.30pm on Fridays but there is some flexibility in start and finish times on other days.

**Reports to:** Town Clerk (Overall) but will also take instructions from Deputy Town Clerk as required

**Work place:** Skegness Town Council's Offices but occasionally you may need to attend elsewhere.

**Main Purpose:** To be responsible for maintaining the Council's finance records, administer payroll and to contribute to general administration.

**Main Activities** (this is not intended to be an exhaustive list but is indicative of the type and level of duties that the post holder will be expected to undertake):

.To update and maintain the Council's finance database system including the entering of cashbook expenditure and receipts, VAT entries, journals and bank statement reconciliation entries

1. To prepare and run payroll, including all necessary returns to HMRC
2. To prepare banking slips and undertake banking as required.
3. To complete the VAT returns together with associated invoice details.
4. To prepare for authorisation by the Town Clerk/Deputy Town Clerk various financial statements.
5. To order authorised goods and services and prepare invoices for payment.
6. To prepare final accounts under direction of the Town Clerk/responsible Finance Officer.
7. To prepare records ready for auditing by both internal and external audit.
8. To prepare budgets in conjunction with the Town Clerk and prepare income and expenditure monitoring reports.
9. To keep leave and annualised hour staff records
10. To answer general enquiries whether by telephone, in person, email or writing.
11. To assist with the Council's website and social media accounts in conjunction with the Deputy Town Clerk.
12. To be a key holder and to sometimes take responsibility for securing the building.
13. To assist in any general administration as required by the Deputy Town Clerk.

14. To assist the Town Clerk or Deputy Town Clerk in the delivery of any projects or tasks.

15. Other duties commensurate with the post as required from time to time by the Town Clerk or Deputy Town Clerk.

**All employees will ensure that they;**

- Take care of their own safety and that of others.
- Comply with all Council policies, procedures and instructions.
- Operate with a high level of customer care
- Undergo any training or instruction to enable them to work competently and safely.
- Have a flexible approach to ensure the office is covered and deadlines are met.

**Person Specification for Finance Officer**

Heading	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of working in an financial administrative setting</li> <li>• Experience of book keeping/accountancy systems and bank reconciliations</li> <li>• Experience of Payroll</li> <li>• Experienced in use of ICT, especially Microsoft packages, Word and Excel</li> <li>• Experienced PC user, including use of email, Internet and Social Media Applications</li> <li>• Experience of answering enquiries and dealing with customers including written, telephone and electronic.</li> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Omega Town Council Accounts System</li> <li>• Knowledge of IRIS Payroll</li> <li>• Knowledge of VAT</li> <li>• Knowledge of pensions</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Accounting or bookkeeping knowledge</li> <li>• Methodical approach with eye for details</li> <li>• Effective communication</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of ICT knowledge including problem solving</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work effectively as part of a team</li> <li>• Knowledge across a range of skills appropriate to the role.</li> <li>• Problem solving</li> <li>• Initiative</li> <li>• Good levels of Literacy and Numeracy and ability to maintain records.</li> <li>• Able to use a computer to the level of a competent office user</li> <li>• Sound time management and organisation skills</li> <li>• Ability to prioritise effectively, work accurately under pressure and meet deadlines</li> <li>• Ability to follow administrative procedures, understand and follow instructions</li> <li>• Ability to deal with confidential and sensitive issues with tact and discretion</li> <li>• Experience of dealing with members of the public</li> <li>• Good communication skills both written and oral</li> <li>• Confidence and a mature manner</li> <li>• Conscientious, motivated and flexible</li> <li>• Accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced bookkeeping/accounting skills</li> <li>• AAT or equivalent qualification</li> <li>• Experience of working in a Public Sector environment</li> </ul>
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	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the requirements of a Local Council</li> </ul>	
Qualities	<ul style="list-style-type: none"> <li>• Responsible, reliable, dependable and trustworthy</li> <li>• Smart and presentable when required (e.g. meetings or when seeing customers)</li> <li>• Flexible to the demands of the job including the willingness to work occasional evenings if required or to cover absence.</li> <li>• Self-motivated and energised.</li> <li>• Sympathetic to others and able to behave sensitively.</li> <li>• Willingness to learn and undertake training</li> <li>• Treats everyone fairly and in a non-discriminatory way.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Able to follow instructions and procedures</li> </ul>	