

Mountsorrel Parish Council
Administrative Assistant – Finance
Job Description

JOB SUMMARY:

The Administrative Assistant (Finances) provides financial support to the Clerk, as well as routine clerical and data entry to the Finance module of EDGE and payroll system BRIGHTPAY. Work includes, answering phones, responding to information requests, and scheduling appointments. Filing, scanning, photocopying, entering data into databases and assisting with special projects as needed.

SUPERVISORY RELATIONSHIP:

Reports to the Parish Clerk. Office staff may also direct and review work assignments for accuracy and completeness. Work is performed under general supervision according to established, well-defined policies, procedures, guidelines, and laws.

ESSENTIAL FUNCTIONS OF THE JOB:

- On a weekly basis reconcile delivery receipts and invoices and input these in to the Parish Council's accounts system – currently EDGE, producing a monthly bank list of all payments and receipts for the Finance and General Purposes Committee monthly meeting. Bring to the Clerk's attention, as a matter of urgency, any query that may arise concerning unsatisfactory works or services or incorrect invoices.
- Reconcile all bank accounts on a monthly basis (when statements received) and produce reports for the Clerk for reporting to the monthly Finance and General Purposes Committee meeting.
- Keep VAT records and submit quarterly returns in conjunction with the Clerk.
- Review all direct debit invoices for accuracy, in particular the utilities bills that are estimated; requesting accurate readings via the Parish Caretaker/Memorial Centre operational staff
- In conjunction with the Clerk, prepare the necessary paperwork and liaise with the Internal and External Auditors to comply with current regulations
- In conjunction with the Clerk, prepare estimates of the anticipated income and expenditure required to carry out the Parish Council's business for preparation at the Annual Budget meeting each year
- To assist the Clerk in the various accounts procedures/activities for the Parish Council as it currently works and will work in the future, in particular the policies and procedures for the Memorial Centre
- To prepare the monthly payroll, using Brightpay software, including the checking of time sheets, expenses, mileage claims and any authorized overtime for approval at the monthly Finance and General Purposes Committee.

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ADDITIONAL WORK PERFORMED:

1. Serves as back up receptionist and office assistant for Parish Office as needed.
2. Performs other related duties within the scope of this classification.
3. Ad-hoc duties requested by the Clerk

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge

- ❖ General knowledge of office practices, procedures, and equipment.
- ❖ Knowledge of computerized and manual recordkeeping systems and the ability to maintain them.
- ❖ Knowledge of business English, spelling, and punctuation
- ❖ Knowledge of accounting/book keeping
- ❖ Payroll processing

Skills:

- ❖ Excellent interpersonal and communication skills to effectively communicate with other employees and the general public using tact, courtesy, and good judgment.
- ❖ Strong data entry skills which include the ability to efficiently operate data entry software and related programs, with a high degree of accuracy and attention to detail.

Ability to:

- ❖ Ability to work with a high degree of accuracy and attention to detail to meet deadlines in an atmosphere of frequent interruptions.
- ❖ Ability to prioritize work assignments and work independently.
- ❖ Willingness and ability to maintain the confidentiality of sensitive written materials and communications.
- ❖ Ability and willingness to work flexible hours as needed.
- ❖ Ability to understand and execute verbal and written instructions, policies and procedures.
- ❖ Ability to maintain consistent and punctual attendance.
- ❖ Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- ❖ Physically perform the essential functions of the position, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Occasionally move between work sites

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WORKING ENVIRONMENT:

Work is performed in a busy, low risk office environment and requires sitting, standing, and using a computer workstation for extended periods of time.

EXPERIENCE AND TRAINING REQUIREMENTS:

- ❖ Minimum of one year general office clerical experience or any combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to do the job.
- ❖ One year working in financial environment required.
- ❖ Experience utilizing word processing and computerized recordkeeping systems
- ❖ Training can be provided online