

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: FINANCE AND ADMINISTRATIVE OFFICER (18 HOURS PER WEEK)**

**RESPONSIBLE TO:** Parish Manager Mountsorrel Parish Council

### **MAIN PURPOSE OF JOB:**

To provide support to the Parish Manager in managing the financial systems of the Council in accordance with the Council's Standing Orders, Financial Regulations and to provide administrative support in the office. The Council's budget is over half a million pounds pa.

### **MAIN DUTIES:**

1. To enter data for the payment of invoices into the EDGE accounts system on a weekly basis.
2. Produce monthly approval lists of all expenditure for Finance & General Purposes Committee meetings.
3. Bring to the Parish Manager's attention any query that may arise concerning unsatisfactory works or services or incorrect invoices.
4. Reconcile all bank accounts on a monthly basis (when statements received) and produce reports for the Parish Manager for reporting quarterly to the Finance and General Purposes Committee meeting.
5. 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
6. To prepare the monthly payroll, using Brightpay software, including the checking of time sheets, expenses, mileage claims and any authorised overtime for approval at the monthly Finance and General Purposes Committee. To pay Tax & NI to HMRC To ensure, where appropriate, prompt payment of sums due to the relevant pension authority
7. To prepare financial reports. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters.
8. In conjunction with the Parish Manager, prepare the necessary paperwork, and the necessary information for the Annual Return and liaise with the Internal and External Auditors to comply with current regulations
9. In conjunction with the Parish Manager, 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.
10. To manage cash flow and control investments and bank transfers.
11. To control payments by cheque and online.
12. To take overall responsibility for submission of quarterly VAT returns and to deal with VAT inspections. Calculate exempt supplies limits before completing returns.

13. To verify and code supplier's invoices prior to certification for payment with paper versions for member signature.
14. To prepare and balance final (year-end) accounts in accordance with the regulations and report thereon to the Council.
15. To provide cover if required and to answer the phones, take messages and perform other administrative duties as required.
16. To attend occasional meetings / training sessions outside your normal hours of work.

**SALARY/TERMS OF EMPLOYMENT:**

Employed at £12 per hour for an 18-hour week to be worked by mutual agreement. 22 Days annual holiday pro rata. The Council provides a NEST Pension Scheme.

Place of work: Mountsorrel Parish Council Offices, 2a Little Lane LE12 7BH and by agreement flexibly from home.

Mountsorrel Parish Council is an Equal Opportunities Employer.

## Person Specification - Finance Administrative Officer

KEY JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING MECHANISM
<b>QUALIFICATIONS</b>			
Good general education	✓		Application Form
Maths qualification (GCSE minimum)	✓		Application Form
English language qualification (GCSE minimum)	✓		Application Form
<b>EXPERIENCE</b>			
Previous experience in local government or in a similar financial role		✓	Application Form
Use of computerised systems Microsoft office etc	✓		Application Form
<b>KNOWLEDGE</b>			
Knowledge of computerised accounts systems or principles of manual bookkeeping	✓		Application Form
Knowledge of PAYE and admin of payroll		✓	Application Form/Interview
Knowledge of Financial Administration requirements in a public service/customer focused environment	✓		Application Form /Interview
General knowledge of office practices, procedures, and equipment	✓		Application Form /Interview
<b>SKILLS</b>			
Good working knowledge of Microsoft Office applications (Including Word, Outlook, Excel)	✓		Application Form /Interview
Keyboard, IT and use of Internet	✓		Application form
Good 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.	✓		Application Form/interview

PERSONAL QUALITIES			
Willingness for continuous learning, including the use of the Council's relevant finance and payroll packages	✓		Interview
Ability to fit into a committed and customer focused team, good interpersonal skills, approach work flexibly	✓		Interview
An accurate and methodical approach to work and ability to follow established procedures to be flexible in dealing with peaks and troughs in the workload.	✓		Interview
Ability to prioritise work within recognised procedures and work independently	✓		Interview
Integrity, honesty & Ability to maintain confidentiality in a position of responsibility	✓		Application Form/Interview
Ability and willingness to work flexible hours as needed.		✓	Application Form