

# STURMINSTER NEWTON TOWN COUNCIL

## Job Description

<b>Job Title:</b>	<b>Finance/Admin Assistant</b>
<b>Location:</b>	<b>Council Office at Old Market Hill, Sturminster Newton</b>
<b>Hours:</b>	<b>25 hours per week</b>
<b>Responsible to:</b>	<b>Town Clerk</b>
<b>Purpose of role:</b>	<b>To effectively support and assist the Town Clerk, who is the Responsible Financial Officer (RFO) to the Council, and to provide high quality administrative support that ensures the effective delivery of Council Services.</b>

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### Responsibilities

#### Summary:

The Finance/Admin assistant is a key member of the team, supporting the Town Clerk to deliver services provided by Sturminster Newton Town Council. The role includes providing effective financial and administrative support for the efficient running of the Council and assisting the Town Clerk to comply with financial, legal and administrative responsibilities.

#### Financial:

- To accurately maintain the Council's financial accounts and records in the finance system.
- To prepare and assist in the analysis of monthly budget and financial performance.
- To issue purchase orders and invoices for goods and services.
- To ensure all invoices received are correctly entered within the financial system.
- To record all income received and undertake all necessary banking.
- To complete a monthly bank reconciliation and produce reports.
- To maintain the Council's online banking system including directed transfers between accounts.
- To manage the petty cash in accordance with Town Council financial regulations.
- Submit quarterly VAT returns using the Making Tax Digital software.
- To assist the Town Clerk with the internal audit.
- To assist the Town Clerk with year-end procedures.
- To assist the Town Clerk with yearly budgeting process.

#### Reception and Administrative:

- To handle enquiries, managing telephone calls and welcoming visitors to the Council Offices as first point of contact to the Council.
- To manage incoming correspondence received by post and email.
- To receive, process and record bookings of Council facilities.
- Provide cover for the Assistant Town Clerk when required.
- To provide support if required at Council meetings.
- To assist the with website and social media administration.

Other:

- To assist with the organisation of Town Council events.
- To attend appropriate training as required.
- To undertake any other tasks reasonably requested by the Town Clerk.

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*Sturminster Newton Town Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, religion, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights.*