

STURMINSTER NEWTON TOWN COUNCIL

Job Description

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| Job Title: | Finance Officer |
| Location: | Council Office at Old Market Hill, Sturminster Newton |
| Hours: | 20 hours per week |
| Responsible to: | Town Clerk |
| Purpose of role: | 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. |

Responsibilities

Summary

The role of the Finance Officer is a key member of the team, supporting the Town Clerk to deliver services provided by Sturminster Newton Town Council. The role provides effective financial support for the efficient running of the Council and to assist the Town Clerk to comply with their 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 information
- To issue purchase orders and invoices for goods and services
- Ensure all invoices received are correctly entered within the financial system
- Prepare BACs and Cheque payment schedules for suppliers and other creditors
- To receive and record all income and undertake all necessary banking
- Complete a monthly bank reconciliation and reports
- Maintain the Council's online banking system including directed transfers between accounts
- Manage the petty cash in accordance with Town Council financial orders

Reception and administrative:

- Reception and first point of contact to the Council, handling customer enquiries, managing telephone calls and welcoming visitors to the Council Offices.
- Assisting visitors to use the public access computer
- Manage incoming correspondence handling/preparing emails, letters and other correspondence as required.
- Receive, process and record bookings of Council facilities
- Provide cover for the Assistant Town Clerk when required
- Provide meeting support if required at Council meetings

Other:

- Assisting with the organisation of Town council events
- Appropriate training will be given for the responsibilities set out above

- To undertake any other tasks reasonably requested by the Town Clerk.
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This Job Description should be reviewed and updated as necessary: at each annual appraisal; following any change in the employee's terms of employment; before the post is advertised following a vacancy; and at any time upon request by the employee, the relevant manager, the Council or the Finance & Personnel Committee.

Last updated: 26th March 2018