

# STURMINSTER NEWTON TOWN COUNCIL

## Job Description

<b>Job Title:</b>	<b>Finance and Admin Officer</b>
<b>Location:</b>	<b>Council Office at Old Market Hill, Sturminster Newton</b>
<b>Hours:</b>	<b>22 hours per week</b>
<b>Paygrade:</b>	<b>NJC Scale 19-23 (£16.10-£17.29)</b>
<b>Responsible to:</b>	<b>Town Clerk</b>
<b>Purpose of role:</b>	<b>To support and assist the Town Clerk, in financial and administrative aspects of running Council services.</b>

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### Summary:

The Finance Officer is a key member of the team, supporting the Town Clerk to deliver the services provided by Sturminster Newton Town Council. The role provides effective financial and admin support for the efficient running of the Council, assisting the Town Clerk to comply with the financial, legal and administrative responsibilities of the Town Council. This is a varied role in a small team, each member is required to be flexible and adaptable with a good work ethic.

### **Responsibilities**

#### Financial:

- Accurately maintain the Council's financial accounts and records in the finance system.
- Prepare and assist in the analysis of quarterly budget and financial performance for the Finance & Policy committee.
- Issue purchase orders and invoices for goods and services.
- Ensure all invoices received are authorised and correctly entered within the financial system.
- Receive and record all income and undertake all necessary banking.
- Complete a monthly bank reconciliation and administer reports.
- Ensure VAT is recorded correctly.
- Complete quarterly digital VAT returns.
- Maintain and monitor the Council's online banking including directed transfers between accounts.
- Manage the petty cash account in accordance with Town Council financial regulations.
- Manage utility contracts and Service Level Agreements and ensure best value.
- Co-ordinate issues with Council owned street lights and process maintenance orders.
- Assist the Town Clerk with internal and external audit procedures.
- Assist the Town Clerk with year-end procedures.
- Assist the Town Clerk with yearly budgeting process.

- Ensure Council transparency by uploading statutory financial reports and documents onto the Council website.
- Provide cover for payroll and other financial functions as needed (training will be provided).

#### Administration:

- Provide cover for the Town Clerk when required.
- Assist with customer enquiries, telephone calls and welcome visitors to the Council Offices when required.
- Signpost enquiries to other organisations where appropriate.
- Handle incoming mail, email and other correspondence.
- Check and sign proof of life certificates.
- Attend meetings and prepare minutes of Finance & Policy and Amenities Committees, assisting the Town Clerk with actions arising.
- Arrange and Clerk meetings where necessary.
- Be familiar with and understand statutory policies and procedures, keeping up to date with legislation changes.
- Assist with bookings of Council facilities, ensuring required paperwork is in order, keeping records of bookings for invoicing purposes.
- Assist with the organisation of civic events if required.
- Assist the Town Clerk in the research, planning and delivery of relevant Town Council projects.

#### Other

- Be trained as a first aider.
- Attend staff meetings and training.
- Undertake other tasks reasonably requested by the Town Clerk.