Job Description

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC scale: 13-17 - £23,023 - £24,920

Responsible to: Finance Officer – Line Manager

Purpose of job: Post holder to act as a member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of BACS and Zahara and Xero accounting systems and the generation of financial reports.

Duties:

1. Provide administration and organisation support to the Finance Officer with the day to day running of the Finance Office, including research and obtaining information for decision making.

2. Raising Purchase Orders for goods and services on Zahara. Ensure all goods and services ordered having been appropriately authorised and quotations are obtained as necessary and for all documentation to be uploaded to Zahara & Xero for Audit purposes.

3. Processing and clearing invoices for payment and the allocation of BACS payments to invoices.

4. To assist in the payment of invoices via BACS and prepare cheques when necessary.

5. Setting up contracts for goods and services as required for the council.

6. Assisting in the monitoring of insurances in line with the procurement and acquisition of assets.

7. To maintain asset and inventory registers and update as required.

8. Raise Invoices, as instructed, for goods/services provided by Council and to allocate income to invoices.

9. Credit Control activities including issuing reminders, final reminders, Court letters and contact customers regarding all outstanding debts and notifying the Finance Officer of any potential issues.

10. Reconciliation of all Bank Accounts/ Petty Cash and operation of computerised Cashbook system.

11. Banking of council monies in accordance with council's income and banking procedure.

12. To assist in the monitoring of budgets, ensure all transactions are correctly coded and entered on to the council's accounting system. Also, to ensure that VAT has been correctly accounted for.

13. To maintain the sickness, training and leave registers.

14. To assist in the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.

15. To produce any necessary financial reports for council as required.

16. To assist in carrying out internal audits as required.

17. Assist the Finance Officer with the overall financial planning process as required.

18. To deputise for the Finance Officer when required which include attending meetings as necessary including evenings.

19. To carry finance administration tasks including filing, scanning and end of year archiving.

20. To carry out other finance duties as required.

21. To ensure the Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.

22. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.

23. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.

24. To undertake such duties as may arise from time to time commensurate with the position.

25. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.

26. To wear the correct uniform provided by Saltash Town Council.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.