



JOB DESCRIPTION

Job Title	Finance & Administration Officer
Department	Finance
Grade	LC1 (7-12) substantive

DESIGNATION

Responsible to: Finance Administration Manager

Responsible for: Processing of the Council's financial transactions and support the overall function of the Finance & Resources Directorate

Other Relationships

- Key member of the councils Senior Management Team
- All Service Managers
- Professional Services – Appointed contractors
- Auditors
- External Partners, Community Stakeholders

JOB PURPOSE

To process financial transactions to meet the finance functions deadlines and targets and support the overall function of the Finance & Resources Directorate.

OVERVIEW The Finance Officer will report to the Finance Administration Manager on day-to-day matters within the finance department. Overall control of the finance office and its administration remains with the RFO, as required by the Council's Standing Orders and Financial Regulations

MAIN DUTIES AND RESPONSIBILITIES

- Answer telephone/e-mail queries on a daily basis
- Ensure all correspondence is collected from Main reception on a daily basis

and prioritised as necessary.

- **Purchase Ledger** – to maintain the purchase ledger system (input of invoices, etc.) as directed by the Finance Administration Manager.
- **Income** – to ensure all income has been receipted and all cash sheets are banked and processed weekly (Waterloo Street/Visitor Information Centre, Waterpark , Old Town Quarry and Museum) as directed by Finance Administration Manager
- **Petty Cash** – maintain a petty cash Imprest system and reconciling any requests for reimbursement
- **Sales Ledger** – to maintain the sales ledger in raising sales ledger invoices in a timely manner. To issue all sales ledger statements on a monthly basis.
- **Credit control** To carry out credit control procedures as guided by the Finance Administration Manager and in line with the Council's Financial Regulations
- **General Finance Duties** – to support the Finance Administration Manager as and when required (holiday/sickness/particular busy times of year) under the guidance of the RFO
- **Year End Accounts Preparation** – to assist the Finance Administration Manager and-RFO as directed for timely completion of the year end accounts
- **General HR admin support** for the Director of Finance & Resources as required

Governance

- Adhering to all systems and processes complying with Town Council Policy and Procedures
- To engage with relevant training as identified by the Finance Administration Manager
- Undertake any such duties as reasonably requested by the Finance Administration Manager or Director of Finance & Resources /RFO
- Comply with record keeping procedures in relation to finance and administration, Health & Safety, safeguarding and GDPR.
- Adhere to policies and procedures in regard to Health and Safety, Equality and Diversity, Safeguarding and GDPR.
- Provide advice, information and assistance in a professional and courteous manner as a representative of the Council, as required.
- Be familiar with Council procedures and overall policy decisions of the Council in the execution of duties

PHYSICAL DEMANDS

Due to the nature of this role there will be elements of; display screen equipment usage, manual handling, sitting and/or standing for extended periods of time.

WORKING CONDITIONS

The role is office based.

I AGREE TO THE ABOVE JOB DESCRIPTION

Postholder (please print and sign)

Date

Director of Service

Date

Chief Executive Officer/Town Clerk

Date

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to note

Candidates

When completing your application form please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the 7 values and behaviours.

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

Recruiting Managers

The following values and behaviours are essential criteria in each post and must be addressed directly by the candidates. The guidance notes on values and behaviours for managers give example questions to probe candidates in their interview and application stages of the recruitment process.

Values and Behaviours

Weston Town Council has identified 7 key behaviours and values (as above) that should be demonstrated by all Council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate 2 additional leadership behaviours.

Equal Opportunities

Weston-super-Mare Town Council is an Equal Opportunities employer and has an Equal Opportunities Policy with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.

EDUCATION, QUALIFICATION AND KNOWLEDGE

Skills and Experience

Essential

- Previous experience in an accounts department and the delivery of accounting information.
- A sound knowledge of Microsoft Office and a willingness to learn IT systems
- GCSE grade 4 (or equivalent) in English and Maths
- AAT qualification to level 2

Desirable

Personal Qualities and Attributes

Essential

- The ability to be at ease in company at all levels and be able to deal confidently with officers, councillors
- Attention to details and accuracy of information
- The ability to remain calm under pressure
- Good interpersonal and organisational skills
- The ability to work on own initiative and as part of a team
- Good verbal communication
- Enthusiasm
- Good standard of written communication skills to receive and respond to written instructions and to keep written records if required.
- Smart professional appearance