

# **BARNSTAPLE TOWN COUNCIL**

## **FINANCE ASSISTANT**

### **Job Description**

Purpose of the role:

The Town Council needs a part-time Finance Assistant to join its small team, to support the Financial Officer, and to work across the various areas of Town Council service delivery.

The Finance Assistant will work on existing systems in a methodical and accurate manner. They will support the Finance Officer in the preparation of reports for Council consideration, the inputting of information into the sales and purchase ledger and other subsidiary items for payroll.

Responsible to: Finance Officer

Main Contacts: Town Council staff, Councillors, members of the public

Hours of work: 15 – 18 hours per week

Salary Grade: SCP 8-11 (pro rata)

Main duties and responsibilities:

1. To assist the Finance Officer by inputting information into the Town Council's digital accounting systems, raising and working on Excel spreadsheets and acting as an internal control.
2. To assist with all usual accounting functions including cheque payments, invoicing, banking preparations and statutory returns.
3. To assist with payroll data preparation.
4. To assist with the preparation of financial reports and other documents as required.
5. To assist with the administration of Council grants.
6. To assist with the administration of any statutory logs and registers.
7. To assist with internal and external audit requirements.
8. To assist with VAT compliance.
9. To assist with any other accounting functions in accordance with the Town Council's Financial Regulations.
10. To attend meetings as required.
11. To support other with general office administration as required.
12. To undertake all duties in accordance with Town Council Policies, in particular those relating to financial regulations, Customer Care, Equal Opportunities, health, safety and wellbeing at work.
13. To always represent and promote the service and the Council positively.
14. To carry out any other such duties as may be required by the Town Council from time to time, commensurate with the grade of the post.

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## Finance Assistant Person Specification

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent interpersonal and customer care skills</li> <li>• Ability to work effectively alone and as part of a team</li> <li>• Ability to communicate both verbally and in writing</li> <li>• Excellent IT and digital skills including use of Microsoft Office products, e.g. Excel, Word, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to explain complex matters simply to others outside of the Finance Team</li> </ul>
Experience and knowledge	<ul style="list-style-type: none"> <li>• Proven experience of accounting practice and financial operation</li> <li>• Experience of financial accounting systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience of payroll</li> <li>• Knowledge or experience of local government and its place supporting the local community</li> </ul>
Education and training	<ul style="list-style-type: none"> <li>• Good written and presentational skills</li> <li>• Working knowledge of computerised accounting software, e.g. SAGE</li> <li>• English and Mathematics GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification (AAT) or equivalent</li> <li>• Knowledge of risk management</li> <li>• Experience of payroll processing</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• High level of motivation</li> <li>• Ability to organise and prioritise workloads to meet deadlines</li> <li>• Good work ethic and 'hands on' approach</li> <li>• Flexible &amp; adaptable attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Be adaptable and able to accept changes in work pressures</li> </ul>
Special Circumstances	<ul style="list-style-type: none"> <li>• Willing to work out of hours when required</li> <li>• Flexibility to support colleagues if required</li> <li>• Commitment to continuing professional development</li> </ul>	