



## **Job Description (PERMANENT POSITION)**

### **Job Title**

Financial Administrator

### **Duration**

The role is a permanent position

### **Responsible to**

The Office & Finance Manager

### **MAIN PURPOSE OF THE ROLE**

1. Provision of a flexible, efficient and effective internal financial support service for the operations of the Council and reporting to the Office & Finance Manager & RFO on organisational financial, accounting and related functions.
2. The role also provides support to the Office & Finance Manager discharging their responsibilities including, in their absence, undertaking certain administrative/office duties as required, and supporting effective operation of the office.

### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

#### **Corporate Responsibilities**

1. Ensuring and maintaining compliance with legal, sector and organisational standards of financial compliance and probity and the associated operation of the financial systems of the Council.
2. Double entry bookkeeping duties including the maintenance of income and expenditure accounts.
3. Purchase Ledger administration including preparation of invoices for payment, booking to budget heads and associated processing of payments. Sales Ledger administration including preparation and issuing of all debtor invoices, VAT calculations, booking to budget heads, monitoring payments and starting debt collection procedures by issuing 1<sup>st</sup> Stage letters for overdue accounts, in accordance with the Council's Debtors Policy. Completing Month End closedown, including checks and journals, issuing Month End reports, including income and expenditure, to RFO and department managers.
4. Administering salary and wages from start to finish including processing starters and leavers, National Insurance, PAYE and SSP calculations and similar, superannuation (administration of the LGPS including auto-enrolment), the payment of weekly and monthly emoluments and expenses claims for staff and Members and associated records. Completion of Month End and Year End Payroll and superannuation processes and associated reporting.
5. Reconciliation of bank statements and Petty Cash accounts, reconciliation and completion of VAT and Tax Returns.
6. Cash flow forecasts and preparation of financial information for Council Meetings, including the preparation of the schedule of payments and budget monitoring reports monthly and assisting with the drafting and management

of the Budget and associated Precept documentation. End of Year accounting and presentation of accounts to external Auditor

7. The supervision of internal accounting functions such as:
  - i. Petty Cash floats
  - ii. Goose Fair receipts
  - iii. Goose Fair Park & Ride Scheme receipts
  - iv. Town Hall Booking deposits/payments
8. Preparation and issuing of quarterly rental invoices, the issuing of stage letters to Debtors, in accordance with the Council's Debtors Policy.
9. Liaising, as required, with the Council's external Accountant and Auditor and implementing their recommendations as appropriate.
10. Maintaining appropriate records and processes, including of financial support for Town Council initiatives and projects as required by the specific project.
11. Researching, applying for and securing grants and/or other funding to support the Council and its activities.
12. To provide support for such other organisational systems and processes (such as, but not limited to, the fixed asset register, burials, grant applications, tendering and procurement, projects/initiatives, insurance, website, social media, data/information management, review and development of financial and related systems and processes, risk management etc) as required.

### **Departmental Responsibilities**

1. To be responsible for departmental financial systems including payroll, pensions and payments including associated ledgers and records to ensure probity in financial management.
2. Overseeing the regular banking of monies and maintenance of cash sheets
3. Providing coaching, training and guidance to the Office Administrator (Financial Support) post holder, in the financial duties associated with that role - and to other staff utilising aspects of the Council's financial systems as appropriate with a particular focus on system compliance and familiarity.
4. To provide supervisory cover for the Role of Office & Finance Manager when required.
5. To provide reception and associated administration cover when required in times of absence.
6. To process correspondence and communications pertaining to the work of the service. To ensure that all matters are dealt with efficiently and within relevant timescales and deadlines.
7. To provide support for property management, democratic/civic services, Council meetings and Council led events as/if required.
8. To maintain appropriate levels of continuing professional development, undertake training associated with the work of the service.
9. To undertake such other duties as may be required by the Council from time to time and as are commensurate with the grading of the post.