

WESTFIELD PARISH COUNCIL

Finance Officer

SALARY: Spinal Column Point 13-17 (£22,627-£24,491 FTE)

HOURS 16 per week by arrangement, plus occasional evening meetings.

RESPONSIBLE TO: Parish Clerk

BASED AT: Westfield Parish Council, The Oval Office,
Cobblers Way, Westfield BA3 3BX.

JOB PURPOSE: -

To undertake the efficient and effective financial administration of the Parish Council. The Council currently operates its accounts using the Rialtas Omega System, training for which would be available. Payroll software is MoneySoft.

KEY RESPONSIBILITIES: -

1. To ensure that all bank accounts (including Trusts and petty cash) are reconciled monthly and the year end accounts are prepared for audit.
2. To pay supplier invoices, ensuring that these correspond to orders issued and that these invoices have been authorised.
3. To monitor cash flow between bank accounts and make transfers in accordance with the Parish Council's policies.
4. To prepare monthly accounts including budget comparison and financial reports required by the Council and Committees. As such, to be familiar with and work in accordance with the Parish Council's Financial Regulations and other financial policies, which may be updated and amended from time to time, and to prepare all such reports and accounts required by these regulations and policies.
5. To prepare for both internal and external audit and respond to queries and recommendations of both audits.
6. To administer the Council's payroll and pensions, including submission of all necessary returns.
7. To ensure the Council's obligations with regard to VAT are met.
8. To purchase items in conjunction with Parish Clerk and maintain an effective purchase order system.

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9. To go out to tender when required, in accordance with Standing Orders and Financial Regulations.
10. To attend meetings with, or on behalf of the Parish Clerk, this will include attendance at some evening meetings and to prepare reports, agendas, minutes etc.
11. To be responsible for all Recreation ground lettings and long-term hire.
12. To keep working hours/annual leave records up to date on behalf of the Parish Council.
13. To publish on the website all financial documents in accordance with the Transparency Code, the Practitioners Guide and other relevant policies and legislation.
14. To maintain the Parish Council's Asset Register and ensure that the insurance schedule is kept up to date with additions and disposals
15. To maintain accurate records of grants received and spent by the Parish Council including CIL and s.106.
16. To ensure the Trusts Policy is followed in respect of grants paid to the Parish Council and to complete the annual Charities Returns.
17. To undertake the annual review of the insurance schedule.
18. To maintain a record of authorised signatories and administrators on the Council's banking and investment accounts. To prepare applications for any updates to authorised signatories or new accounts.
19. To prepare the annual budget and precept report in conjunction with the Parish Clerk and the Finance and Personnel Committee.
20. To ensure that all cash and cheques are counted, receipted and banked promptly and records kept up to date.
21. To undertake all invoicing and report bad debts.
22. To respond to general correspondence and enquiries as required.
23. To carry out such other duties and responsibilities as may be required, commensurate with the duties and responsibilities of the post and to show flexibility in the hours worked in order to provide office cover when required.