

# **PONTESBURY PARISH COUNCIL**



## **FINANCE/ADMIN OFFICER RECRUITMENT – JANUARY 2022**

Pontesbury Parish Council are recruiting a part-time Finance/Admin Officer. Details of the role and responsibilities along with the person specification are included in this document.

The closing date for applications is 5pm on Friday 4<sup>th</sup> February 2022, with interviews taking place in the week commencing Monday 14<sup>th</sup> February 2022. Thank you for your interest in this position.

Please complete the separate application form and return it to the Parish Clerk by the closing date, preferably by email. We will only accept completed applications, not CVs.

You can find out more about the work of the parish council on the following websites:  
[www.pontesburyparishcouncil.org.uk](http://www.pontesburyparishcouncil.org.uk)  
[www.pontesburypavilion.co.uk](http://www.pontesburypavilion.co.uk)

Please don't hesitate to contact the Parish Clerk if you would like an informal conversation about the vacancy.

[clerk@pontesburypc.org.uk](mailto:clerk@pontesburypc.org.uk) Tel: 01691 661157

# Job Description

<b>Hours:</b>	10 per week (working pattern to be agreed)
<b>Salary:</b>	SCP 18-20 (£24,982 - £25,991) pro rata.
<b>Location:</b>	Mainly home based with 'hot desking'/meetings at The Pavilion
<b>Responsible to:</b>	Parish Clerk

## Job Purpose

The Finance/Admin Officer will perform day to day financial administration as well as other administrative activities for the Clerk, Deputy Clerk and Councillors to facilitate the efficient operation of the Parish Council.

## Role Responsibilities

1. Using the Scribe software accounting package
2. Ensuring payments are made properly and in accordance with financial regulations
3. Raising sales invoices promptly and correctly and ensuring payments are collected and banked promptly. Resolving any invoicing queries
4. Liaising with the Building Assistant for The Pavilion in order to process room bookings/invoices and receipts for room hire
5. Managing subscriptions for advertisements in the Council's newsletter
6. Reconciling the bank accounts at month/quarter/year end
7. Preparation of accounting statements, and to ensure that the accounts conform to the requirements of Audit and Accounts regulations
8. Preparing financial reports for the Council and its committees including monthly receipts and payments reports and helping with financial forecasts.
9. Reclaiming VAT on an annual basis
10. Maintaining the Parish Council Asset Register
11. Assisting the Parish Clerk in areas relating to financial, tender, budget, contract and other relevant work
12. Attendance at Finance & General Purposes Committee (2-3 times per year)
13. Attending associated training courses and undertake FILCA (Financial Introduction to Local Council Administration)
14. Ad hoc administrative and project-based duties e.g. Obtaining quotations

<b>Person Specification</b>	<b>Essential</b>	<b>Preferred</b>
<b>Qualifications</b>		
GCSEs or equivalent in Maths and English	✓	
Accounting qualification	✓	
Financial Introduction to Local Council Administration (Filca) or <b>willingness</b> to complete within 1 year	✓	
<b>Work Experience</b>		
Minimum of two years working in a finance role	✓	
Work within a local council setting		✓
<b>Knowledge and Skills</b>		
Strong administration and organisational skills	✓	
High level of literacy together with the ability to read and analyse reports	✓	
Good numeracy and ability to understand financial data	✓	
Working knowledge of VAT payments and refunds and Making Tax Digital		✓
Excellent IT skills, including Microsoft Outlook, Word, Excel and Internet search skills	✓	
Knowledge of Local council finance and use of Local Council accounting software (e.g. Scribe, RBS Omega)		✓
Knowledge of clerical and administrative procedures and systems	✓	
Able to demonstrate excellent attention to detail	✓	
Ability to prioritise, meet deadlines and plan workload independently and effectively	✓	
Good written and verbal communication skills	✓	
<b>Behaviours and Characteristics</b>		
A 'service driven' and 'can do' attitude	✓	
Self-reliant and self-motivated	✓	
Able to maintain good relationships with Councillors, other staff and contractors	✓	
Ability to demonstrate flexibility as required	✓	
<b>Other</b>		
Willingness to attend occasional evening meetings and parish events (outside normal working hours)	✓	