



## JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: May 2022

### DETAILS OF POST

<b>Job Title:</b>	Finance Assistant
<b>Department:</b>	Resources
<b>Salary:</b>	£21,269 -£22,571 per annum ( <i>pro-rata</i> )
<b>Hours of work:</b>	30 hours per week (Monday – Friday, 09:00 – 15:00)
<b>Scale Point / NJC Scale:</b>	9 - 12
<b>Status:</b>	1 Year Fixed Term with potential to be made permanent
<b>Responsible to:</b>	Resources Manager

**Contacts:** The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Education officers and school staff
- Community organisations and their representatives
- Suppliers
- Other Council service users

**The main purpose of the role is to:**

Support the Head of Resources and finance team to provide an efficient, organised and accurate finance function for the whole of the council, addressing a broad range of issues of a finance nature and providing all relevant information to meet internal and external demands.

These services may include, but are not limited to day-to-day financial operations, such as sales and purchase ledgers, invoicing, budget control and reporting, salaries, bank reconciliation, credit control, preparation of quarterly and year-end reports for managers, and internal and external auditors.

**This involves:**

The timely and accurate processing of invoices and input of data, onto the Omega system whilst supporting the Finance Officers.

**MAIN DUTIES & RESPONSIBILITIES****1. Support the book keeping work of the Council, including**

- Bank any cash or cheque receipts on a weekly basis
- Ensure all banking, including TIC/Civic/Museum/Longfield Community Centre receipts, is reconciled promptly with the bank statements; undertake full bank reconciliations on a monthly basis
- Manage the petty cash float for all departments
- Process all receipts (including credit card) and payments (including direct debits / standing Orders etc.) using Omega
- Raise purchase orders for any order of £1000 or above
- Process purchase invoices using Omega; checking that all are correctly authorised and coded
- Arrange regular payments to suppliers through the purchase ledger system or in urgent cases by manual cheque; on a weekly basis or more frequently if required
- Arrange manual cheque payments for expenses, petty cash etc. as required and process through the cashbook section of Omega
- Ensure purchase invoices/credit notes etc. are filed in numerical order; Ensure digital copies of all invoice are recorded and stored on the s-drive
- Review suppliers statements each month to ensure up to date records are held
- Raise sales invoices as required using sales ledger section of Omega and issue to customers
- Oversee the raising of sales ledger invoices for the Civic and Longfield Community Centre and the filing of invoices/credit notes in numerical order
- File all computerised records relating to cash book, purchase ledger, sales ledger, journal
- Organise resources to meet accuracy and deadline requirements

**2. Support monthly payroll using computerised SAGE package**

- Implement any action any changes to tax code or national insurance details or pension contributions as instructed by HMRC
- Implement any salary scale increases or changes as instructed by Resources Manager or Head of Service
- Ensure any deductions are made in relation to sick pay, maternity/paternity pay, tax credits or student loans. A.O.Es to be paid to relevant organisations
- Process the payroll using SAGE, printing any necessary summaries. Ensure employee payslips for distributed in a timely manner
- Check printed documents against previous months' payroll; investigate any major differences and report to Resources Manager & Head of Service.
- Ensure details of the payment due to HMRC are printed, reconciled and subsequently paid by month end
- Calculate pension contributions payable to Wiltshire Pension Fund (WPF) and Prudential, reconcile with summaries and submit to reach recipient by month end
- Submit information to HMRC through government gateway
- File all documentation and print outs related to payroll ensuring there is a complete audit trail
- Take monthly back-ups after payroll has been updated
- Complete year end reconciliation of PAYE, National Insurance, Tax Credits, Maternity/Paternity/Sick pay, Pension contributions and any other deductions; produce

P45s/P60s/ and Annual Returns; obtain approval of the figures from the Head of Resources before submitting to relevant bodies

**3. Support the financial and management accounting work of the Council up to the trial balance stage**

- Complete all entries detailed above in preparation for the Head of Resources approval and the subsequent printing of the monthly management accounts and balance sheet

**4. Assist in the production of the monthly management accounts with the Resources Manager and where necessary, the Head of Resources**

- Reconcile the Civic Centre and TIC banking and take appropriate action where there are differences
- Provide managers with information on their accounts as required
- Undertake a review with the Resources Manager and/or Head of Service to determine if further analysis is required

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs at Grade C or equivalent, including English and Maths</li> <li>• AAT Level 3 Accounting Qualification</li> </ul>	ILCA (Introduction to Local Administration)
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience within a finance department</li> <li>• Good understanding of accounting processes and procedures</li> <li>• Computer work with a wide range of document types</li> <li>• Organisational capability</li> <li>• Able to produce budget and manage and finance systems</li> <li>• Experience of credit control</li> <li>• Able to work effectively with minimal management guidance/ supervision</li> <li>• Working under pressure, to meet targets</li> <li>• Planning own work and being extremely organised</li> <li>• Experience of preparing invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Completing end of quarter and end of year financial requirements</li> <li>• Local Government</li> <li>• Finance software</li> <li>• Sage</li> <li>• Omega / Rialtas finance system</li> <li>• Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation</li> </ul>
<b>Skills and Aptitude</b>	<ul style="list-style-type: none"> <li>• Can produce accurate work</li> <li>• Able to work to own initiative</li> <li>• IT packages including Microsoft Office</li> <li>• Good listener &amp; communicator</li> <li>• Self-starter</li> <li>• Trustworthy</li> </ul>	

## GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be expected to:

- abide by the Town Council's Policies and Procedures
- participate in the Town Council's annual performance reviews
- undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue. Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

### Confidentiality

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Town Council

### Data

To see how we handle and store your data please view our privacy notice  
<https://www.trowbridge.gov.uk/your-council/privacy/>

### Training

All employees may be expected to undertake additional training and development courses identified as a requirement for furtherance of the position or to support the post holder in their role

### Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down by Trowbridge Town Council's Equal Opportunities Policy

### Health and Safety

- Act responsibly in managing your own health and safety and that of anybody else who may be affected by your acts or omissions
- Act responsibly showing regard for the environment at all times and adhere to the Council's Policy
- Work responsibly to ensure that, on a day to day basis, work is conducted within the framework of all local and legislative health, safety, environmental and welfare guidelines and policy

### Safeguarding

**Trowbridge Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Some roles will be subject to a full disclosure and barring service check before confirmation of appointment.**