



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: March 2023

DETAILS OF POST

Job Title:	Finance Assistant
Department:	Resources
Current Salary FTE:	£23,620 - £24,948 per annum
Scale Point / NJC Scale:	10 - 13
Hours of work:	37 hours per week; Monday to Thursday 08:00 – 16:00; Friday 08:00 – 15:30
Status:	Permanent

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

JOB PURPOSE

The main purpose of the role is to:

Support the Head of Resources (HOR) and the finance team, and assist them to provide an efficient, organised, and accurate finance service for the whole of the Council.

We are looking for an enthusiastic individual, with a 'can-do' attitude, who is willing to embrace a variety of financial duties. Working closely with the finance team, the successful candidate will be expected to provide an administrative financial service to support the Council's finance service delivery.

DUTIES & RESPONSIBILITIES

These services may include but are not limited to a broad range of day-to-day financial operations such as sales and purchase ledgers, payments, bank reconciliation and credit control.

- To work closely with the Finance Officer to ensure smooth operation of all finance matters
- Provide the input to the Council's financial Rialtas system, including purchase ledger, sales ledger, and cashbook, with speed and accuracy
- To support the process of timely bank payments including staff expenses and any additional ad hoc payments
- Undertake the administration and reporting of the credit control function. Establish a debt recovery system and ensure unpaid invoices are followed up in line with our Town Council timescales
- Support the financial and management accounting work of the Council up to the trial balance stage
- Provide support as required in preparation of quarterly and year-end reports for managers, as well as, internal and external auditors
- Assist in the production of the monthly management accounts with the Resources Manager and where necessary, the Head of Resources
- Undertake petty cash checks accordingly throughout the year and maintain a record of when carried out/any discrepancies found
- Process all annual payments for grants, twinning and Town Crier as directed by HOR
- Plan, organise and manage own workload to ensure your contribution to the Council's monthly financial process is achieved in a timely and accurate manner
- Ensure all data is maintained as per the Council's data protection and retention policy
- Undertake general ad hoc administrative tasks as requested, including, filing, document handling, photocopying, printing, and archiving

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 always showing regard for the environment 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.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSEs at Grade C/4 or equivalent, including English and Maths • Level 2 finance qualification or working towards one 	<ul style="list-style-type: none"> • ILCA (Introduction to Local Administration)
Experience	<ul style="list-style-type: none"> • Experience of working within a finance department • Good understanding of accounting processes and procedures • Experience of processing sales and purchase invoices • Organisational capability • Able to understand budgets • Able to work effectively with minimal management guidance/ supervision • Able to work under pressure, to meet targets • Planning own work and being extremely organised 	Experience of: <ul style="list-style-type: none"> • Credit control • Local Government • Finance software • Sage • Omega / Rialtas finance system • Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation
Skills and Aptitude	<ul style="list-style-type: none"> • Can produce accurate work • Able to work to own initiative • Trustworthy • IT literate and confident including packages including Microsoft 365 • Good listener & communicator • Pro-active and adaptable 	