



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: April 2023

DETAILS OF POST

Job Title:	Finance Officer
Department:	Resources
Current Salary FTE:	£25,409 - £26,845 per annum, pro rata
Scale Point / NJC Scale:	14 - 17
Hours of work:	20 hours per week Tuesday – Friday, 5 hours per day, pattern to be negotiated
Start Date:	As soon as possible
Status:	Permanent
Based:	Trowbridge Town Council, The Civic Centre, St. Stephen's Place Trowbridge, BA14 8AH

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 provide support to the Head of Resources and the Senior Finance Officer to provide proactive and accurate accountancy service for the whole of the Council and its suppliers and customers and to ensure the efficient and effective financial management of the Council by providing relevant and timely financial data.

To undertake numerous roles pertaining to the finance function including daily processing of sales invoicing, creditor payments, accounting for VAT, banking, and facilitating the finance team and assist in the delivery of monthly and/or quarterly reports and completion of the annual statement of accounts.

We are looking for an enthusiastic individual, with a ‘can-do’ attitude, who is willing to embrace a broad range of financial duties. The ideal candidate will be highly organised with strong administrative and IT skills. They will be self-motivated, able to work independently on concurrent tasks and be able to meet regular deadlines.

MAIN DUTIES & RESPONSIBILITIES

Bookkeeping Function

- Purchase Ledger – assist the Senior Finance Officer to process all purchase invoices on a timely basis, ensuring accuracy and efficiency including assisting with the payment of invoices.
- Sales Ledger including debt management – Assist the Senior Finance Officer to accurately raise and issue sales invoices and support the timely chasing of debts.
- Cash and Banking – assist with processing all payments from all sources received by the Council ensuring accurate recording and balancing of accounts.
- Direct Credits - reconciliation of the credit cards and the receipting and notification of fixed penalty notices.
- Journals - create expenditure and income journals to support quarterly reporting.
- Bank Reconciliation – To support the completion of monthly bank reconciliations in liaison with the Senior Finance Officer.
- Ensuring filing systems comply with legislative requirements and audit regulations.
- Support and assist Managers by providing relevant, accurate and timely financial data.
- Ensuring compliance with, in particular, the Transparency Code, Financial Regulations and Internal Financial Controls, Debt Recovery Policy and Cash Handling Guidelines.

Strategic

- Overall delivery of the Council’s accounting function, including all day to day finance operations
- Ensure that all financial and audit regulatory, mandatory and statutory requirements incumbent on the Council are met
 - Assist and advise managers on formulating relevant financial and business targets, plans and strategies

Budget Preparation & Final Accounts

- Preparation of summary and detailed income and expenditure reports, together with variations against the latest approved budget
- Identify and process accounting adjustments as required.
- Liaise with internal and external auditors at year end and throughout the year to ensure best practice.
- Timely payment of creditors and raising of customer invoices
- Timely recovery of debts and other sums due to the Council.

Other

- Any other tasks which are commensurate with the role

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSEs at Grade C or equivalent, including English and Maths • AAT Level 3 qualification or equivalent level accountancy qualification 	<ul style="list-style-type: none"> • ILCA (Introduction to Local Council Administration)
Work Experience & Skills	<ul style="list-style-type: none"> • 3 years minimum experience working within a finance department performing a wide range of finance functions. • Completing end of quarter financial requirements. • Good understanding of accounting processes and procedures • Excellent verbal and written skills to communicate financial information to both internal and external customer • Sound knowledge IT packages including Microsoft 365 • Good understanding of Microsoft Excel • Able to produce accurate work 	<ul style="list-style-type: none"> • Understanding of Local Authority Finance and Service Needs • Finance software (Sage; Omega / Rialtas) • Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation
Personal Attributes	<ul style="list-style-type: none"> • Trustworthy • Good listener & communicator • Able to work to own initiative • Well-presented and smart appearance • Personal Integrity • Organisational Capability • Able to work under pressure to meet targets and strict deadlines • Able to work effectively with minimal management guidance/ supervision • Able to provide advice and support to others 	

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.