

## **KEIGHLEY TOWN COUNCIL**

### **Job Description**

<b>POST TITLE:</b>	Admin & Finance Assistant
<b>GRADE:</b>	NJC Scale 3 Points 14-17 (currently £16,781 - £17,772) pro rata
<b>HOURS:</b>	15 hours per week (3 hours per day to be negotiated)
<b>RESPONSIBLE TO:</b>	Town Clerk

#### **MAIN PURPOSE OF JOB:**

To provide administrative support to the Town Clerks office and to the Responsible Financial Officer (RFO). The Town Clerk is also the Responsible Financial Officer who holds a statutory office appointed by the Council under s.151 of the Local Government Act. The role of the Admin & Finance Assistant is to support the Town Clerk/RFO and ensure that financial control is maintained. The Admin & Finance Assistant is also required to provide general office support to the Town Clerk's office.

#### **DUTIES AND RESPONSIBILITIES IN THE ABSENCE OF THE RESPONSIBLE FINANCIAL OFFICER**

- To act as the Council's RFO in the event of long term absence of the RFO. A separate job description and grading will apply in this situation, subject to the recommendation of the Council's Human Resources Committee and ratification by Full Council.
- To ensure that the RBS Omega computerised accounts and financial management system is maintained with up to date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments once they have been authorised

#### **DUTIES AND RESPONSIBILITIES:**

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations and the Town Council's rules, regulations and policies in force.

1. To assist the RFO to reconcile the petty cash system and ensure adherence within the Financial Regulations of the Council. On completion of the petty cash reconciliation, signing of the petty cash schedule to confirm verification of the reconciliation carried out
2. To check and sign the purchase card statements for any transactions carried out by the combined role of the Clerk/RFO
3. To assist the RFO to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's Financial Regulations, and co-operate fully with internal audits
5. To undertake other administrative tasks in connection with the day-to-day running of the Town Council office as required including photocopying and filing.
6. To organise the weekly mail out to members, ensuring that all documents which should be in the envelopes are included
7. To undertake any other reasonable duties as requested by and in support of the Town Clerk/RFO
8. This post is subject to any future changes or requirements of the Council. In such circumstances, reasonable consultation will take place with the employee

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**PERSON SPECIFICATION – ADMIN & FINANCE ASSISTANT**

<b>Competency</b>	<b>Essential Requirement</b>	<b>Desirable Level</b>
Qualifications	Relevant accounting qualification or experience; willingness for continuing professional development.	A recognised financial qualification (AAT or above) Educated to A level standard
Experience/ Knowledge	Bookkeeping able to take accounts to trial balance; VAT returns. Administrative Experience	A working level of knowledge of Local Government financial processes.
Management	Relevant experience at a level which encompasses the scope of the Job Description	Competent to ensure the Council's financial information is prepared and presented in accordance with best value accounting principles.
Communications and Related Skills	A confident communicator both verbally and in writing.	Evidence of excellent verbal, written and reporting skills.
Inter-personal	Fair, firm, friendly and approachable. Evidence of an ability to establish and maintain excellent relationships with councillors, staff and public.	Evidence of good team working. A flexible and adaptable individual. Ability to explain financial matters to non-financial personnel so that they understand their role in good financial control.
Information Technology	Good Working knowledge of relevant software packages – Word and Excel and PowerPoint	User of RBS Omega Accounting System for local councils.