

# JOB DESCRIPTION

|                          |  |
|--------------------------|--|
| <b>Job Title:</b>        | Finance Officer – Part-time  |
| <b>Reporting to:</b>     | <b>Chief Officer / Responsible Finance Officer (RFO)</b>   |
| <b>Present Location:</b> | 3 New Street, Daventry, NN11 4BT   |
| <b>Salary Scale:</b>     | NJC Scale Points 7-17 £25,584 to £30,060 per annum pro rata (dependent on experience)  |
| <b>Hours:</b>            | 20 - 25 hours per week (working patterns negotiable)   |
| <b>Job Purpose:</b>      | To assist the Chief Officer/RFO in the management of the Council's financial operations, ensuring accurate financial record-keeping, preparing reports for Council and Committees, supporting the preparation of budgets and statutory financial returns, and maintaining HR-related administrative records. |

## Duties and Responsibilities

### Finance

1. Manage and maintain day-to-day financial transactions using the Council's financial software.
2. Process payments, receipts, and bank reconciliations.
3. Issue invoices on behalf of the Council for goods and services to ensure payment is received.
4. Ensure regularly banking of all monies received and expended by the Council
5. Prepare monthly and quarterly financial reports for presentation to Council and relevant Committees.
6. Support the Responsible Finance Officer in the preparation of the annual budget and precept requirement.
7. Monitor expenditure against the approved budget and report variances.
8. Prepare documentation for internal and external audits and ensure compliance with financial regulations and procedures.
9. Submit VAT returns and ensure proper VAT recording and compliance.
10. Assist with payroll, pensions, and related statutory returns (where applicable).
11. Support the Responsible Finance Officer in the recording and reporting of Community Grant applications.

### HR

1. Maintain accurate and confidential staff records, including attendance, annual leave, TOIL, sickness and other HR data.
2. Record changes, including details of new starters, leavers, and other staffing changes and liaise with the outsourced payroll provider following authorisation from the Chief Officer.

### Administration

1. Assist the Chief Officer and team in procurement and contract management processes.
2. Draft financial correspondence, reports, and spreadsheets as required.
3. Support the implementation of financial decisions made by the council and assist in the administration of grant allocations.

## JOB DESCRIPTION

4. Maintain secure and accurate filing systems for both manual and digital financial and HR records.

### Democratic and Civic Support

1. Assist with the preparation of financial documents for Council and Committee meetings.
2. Attend Council meetings as required and provide financial updates where appropriate.
3. Support the administration of the Mayor's Charity Fund and other civic budgets.

### General

1. Undertake general office duties, dealing with enquiries from general public both on the phone and in person (ensuring queries are answered effectively and/or referred to the appropriate person).
2. Ensure all manual and electronic data is accurate and compliant with GDPR regulations.
3. Support the CO/RFO and/or other members of the Town Council on specific projects/work.
4. Any other duties as required relating to the specialised function of team or teams.

**Note:** Attendance to meetings and events involves occasional evening and weekend work.

### Ethos and Values

We are committed to upholding the following values in all aspects of our work:

- **Service** - Placing the community at the heart of everything we do.
- **Excellence** - Striving for the highest standards in our performance and conduct.
- **Respect** - Valuing individuals and treating everyone with dignity and fairness.
- **Value** - Delivering efficient and cost-effective services.
- **Effective** - Working proactively and professionally to achieve meaningful results.

These values guide our interactions with residents, colleagues, councillors, and partners and underpin our culture of public service.

### PERSON SPECIFICATION

|   | Essential   | Desirable  |
|---|---|--|
| <b>Skills, Knowledge and experience</b> | <ul style="list-style-type: none"><li>• GCSE Maths and English (or equivalent)</li><li>• Strong numerical and analytical skills</li><li>• Experience with financial software and systems</li><li>• IT literate, to include experience in working in Microsoft Office, Outlook and internet.</li></ul> | <ul style="list-style-type: none"><li>• AAT or similar financial qualification</li><li>• Experience in local government finance</li><li>• Experience supporting internal/external audit</li><li>• Good Working Knowledge of VAT and PAYE regulations</li><li>• Accounting Software – experience of using Rialtas Suite</li><li>• Experience with HR systems or processes</li></ul> |
| <b>Qualities</b>                        | <ul style="list-style-type: none"><li>• Good organisational and administrative skills</li><li>• Ability to work independently and in a team</li></ul>   | <ul style="list-style-type: none"><li>• Experience of dealing with confidential matters</li></ul>  |

## JOB DESCRIPTION

|              |   |  |
|--------------|---|--|
|              | <ul style="list-style-type: none"><li>• Keen eye for detail and methodical approach to repetitive or routine tasks</li><li>• Clear written and verbal communication skills</li><li>• Understanding of confidentiality/data handling</li></ul>   |  |
| <b>Other</b> | <ul style="list-style-type: none"><li>• Willingness to work and/or attend Committees and other meetings and functions in the evenings.</li><li>• Prepared to work varied hours to meet the needs of the Council and its communities</li><li>• Willingness to undergo training to relevant to the position</li></ul> | <ul style="list-style-type: none"><li>• Full driving licence and access to transport</li></ul> |