

Haddenham Parish Council
Finance and General Administration Officer
Job Description and Person Specification

Based: Parish Office, Haddenham Village Hall with some flexibility to work from home

Hours: 30-37 hours per week

Days & Times: Mon to Fri with occasional evening work required (usually a Monday, approximately 7 times a year).

Grade: SCP21-SCP23 dependent on qualifications and experience

Salary: £16.65-£17.29 per hour

Pension: The People's Partnership

Holiday: 23 days rising to 26 days after 5 years' service + 2 statutory + bank holidays

Working as part of a small team to deliver and grow local services and amenities you will ensure the Council's finance and administrative records are well maintained, up to date and meet the required standards of governance and accountability required.

Responsibilities

1. Ensure all invoices due for payment are fully validated, authorised and paid by BACS, standing order or direct debit by the due date. Resolve any issues that may arise with the vendor or the bank.
2. Have a detailed knowledge of the RBS Omega finance system, to manage the day to day finances, budgeting and reports required by the Council and to produce the Annual Governance and Accountability Return.
3. Work with the payroll service, HMRC and pension provider to ensure salaries, tax and pension are paid monthly and on time, and VAT returns are submitted.
4. Ensure that the Council's Internal Control system is up to date and monitor its implementation.
5. Assist with the annual review of budgets and reserves with recommendations for the next financial year in preparation for setting the precept.
6. Assist in the preparation of the Council's 5-year business plan and produce a quarterly action plan update on progress.
7. Attend Finance and General Purposes Committee and Full Council meetings to present finance reports and follow up on actions arising from the meeting.
8. Monitoring of income and expenditure on major projects by preparation of regular reports to the Council.
9. Provide the information requested to the internal and external auditor in their work to carry out interim and year end audits.
10. Implement the Council's Investment Policy, including day to day banking, adding or removing authorised signatories, account transfers, opening or closing of accounts and ensuring all accounts are operated within the Council's Finance Regulations.

11. With the Facilities Manager ensure the Council's asset register is accurate and up-to-date for both the annual finance statement and renewing of the insurance policy.
12. Ensure the Council's assets are recorded on the mapping software and take the lead on reviewing the software used.
13. Receive and manage grant applications, and if approved arrange payment.
14. Responsibility for day to day purchasing for the Council, including renewal of utilities contracts.
15. Where the opportunity arises to apply for grant funding.
16. Maintain a record of S106 funding available and manage the project allocations of the council.
17. Maintain the record of allotment plot holders, rental payments, and the waiting list
18. Financial management of Banks Park Recreation Ground Charity including room bookings, collection of ground rent, accounting, reports for trustees and submitting of the annual return.
19. Financial management of Haddenham Educational Charity, including the grant awarding process, accounts, reports for trustees and submission of the annual return.
20. Annually review and update the Council's standing orders, financial regulations, internal controls, investment and reserves policies.
21. Maintain a log of the council's policies and procedures with review dates and ensure reviews are carried out at the appropriate time.
22. Work with the Facilities Manager on the production of tender documents for work or services where the threshold for the contract exceeds the limit that requires a full procurement process through Contract Finder.
23. Keep under the review the Council's finance systems and make recommendations for updates, additions or changes to the arrangements.
24. Work with other officers to ensure that when the Council becomes a burial authority the finance system is set up to effectively administer burials.
25. Provide a face to face customer service during the Parish Office public opening hours.
26. Attend training courses as required by the Council as part of your continuing professional development
27. Be aware of the Parish Council's policies and procedures and be guided by them when carrying out your duties.
28. Respect the confidential nature of some aspects of the Council's business

Person Specification

This role requires strong financial management skills, a good eye for detail and a flexible approach to the variety of tasks required in a small, busy team. While the list of qualifications and skills below is indicative, we are primarily focused on finding the right person who brings the right attitude, passion, and potential for growth. If you believe you can make a positive impact, we encourage you to apply!

Qualifications

- Education to A level standard or equivalent
- CiLCA or FiLCA qualification desirable or willingness to undertake training
- Accountancy qualification

Experience

- Experience working in an accounting/financial management role.
- Experience in office administration
- Preparation of finance reports and budget setting
- Procurement
- Use of Contract Finder for public contracts
- Grant applications
- Working with committees
- Presentation of reports at meetings

Knowledge and skills

- Excellent IT skills, MS Word, Excel and Powerpoint
- Proficient in the use of accounts software (Rialtas Omega an advantage)
- Strong understanding of local government governance and accountability
- Knowledge of local government regulations and procedures
- Outstanding organizational and time management abilities
- Proven analytical skills and strong attention to detail
- Excellent communication skills, both written and verbal

Personal Attributes

- Friendly and approachable
- Highly organised
- Self-motivated
- Desire to learn
- Flexible
- Trust worthy
- Reliable
- Remain calm under pressure
- Ability to deal with a wide variety of issues

Other Requirements

- Willingness to work occasional evenings for council meetings and events
- Access to transport to attend meetings across the parish and externally