



## CHRISTCHURCH TOWN COUNCIL

### JOB DESCRIPTION

Job Title:	<b>Finance Officer</b>
Grade:	LC1 (13-17) £26,873 -£28,770 (£13.97- £14.95p/h)
Reports to:	
Hours of Work:	12 hours per week
Type:	Permanent

### ABOUT US

Christchurch Town Council was formed in 2019 with a single purpose, to serve its 30,000+ residents by shaping a future that reflects the aspirations and values of our diverse population. In order to achieve our ambitious plans for the local community we are growing, and that's where you come in!

We're looking for an enthusiastic motivated individual who is adaptable, organised and has excellent IT skills to join our small, but high performing team.

### WHAT YOU'LL BE DOING

This role is pivotal in ensuring the administration of the Council's statutory functions and financial affairs, are carried out effectively and that business continuity is maintained.

To support the Town Clerk and Responsible Financial Officer during the annual audit.

#### Finance Officer duties

- To prepare clear, concise, and accurate financial reports;
- To ensure that all the appropriate information relating to the Council's financial reports are published on the council's website;
- To be the main point of contact for invoicing for the external organisations and assist in liaising with the Council's external payroll provider;
- To ensure all insurances are maintained and kept up to date accordingly, where appropriate obtaining yearly valuations for the Council's assets.
- To assist in the management of the Council's financial affairs, including updating the Scribe accounting system to monitor income and expenditure, run reports and invoicing.
- To prepare the monthly Town Clerk's Report for the Resources Committee including the Schedule of Payments and Bank Reconciliation
- To prepare and process the quarterly VAT online returns;
- To process on-line bank payments;
- To process investments/withdrawals/dividend payments in the Council's Public Sector Deposit Fund and reconcile monthly.
- To assist in the preparation for the end of year AGAR form and annual audit in accordance with Financial Regulations for the areas of the Councils work as designated by the Town Clerk;
- To be responsible for the administration of the Council's Allotments, including being the main point of contact for members of the public, liaise with the 3 Allotment Association Representatives for each allotment site, liaise with SVPP to invoice tenants, issue Allotment Tenancy Agreements and update and maintain the Council's allotment registers;
- To undertake the administration of the Council's Community Grants payments, including liaising with the applicants for the documentation required for audit purposes and processing the grant payments;

- To carry out any such duties as may be assigned to the postholder from time to time by the Town Clerk.

## **YOUR SKILLS AND EXPERIENCE**

- **Essential Qualifications and Skills:** Experience in financial management ideally within Local Authority, proficiency in Microsoft Office, Excel and Accounting Software (for example Scribe, Sage, Xero) ability to produce clear financial reports, and understanding of confidentiality and data protection principles.
- **Personal Attributes:** Possess a 'can do' attitude, excellent communication skills, ability to work under pressure, and commitment to the organisation's values and diversity strategy.

If you're a highly motivated individual with a passion for finance and a desire to make a difference to the community, we want to hear from you!