



JOB DESCRIPTION

FINANCE ADMINISTRATOR

The information on this job description is intended to provide the post holder with an understanding of their responsibilities and the focus of their role. The job description outlines the prime objectives, duties and responsibilities, it is not possible to specify every item in detail.

- POST TITLE:** Finance Administrator
- POST GRADE:** NJC Points SCP 21 – 24 (FTE £30,825 - £33,024)
- HOURS:** Flexible up to 0.2 FTE (One day per week)
- STATUS:** Temporary for six months with a view to a permanent post

1. Job Purpose

To provide efficient and effective finance support to Hebden Royd Town Council (HRTC) and Hebden Bridge Picture House (HBPH). Reporting to the Town Clerk/ Responsible Financial Officer.

2. Areas of Day-to-Day Responsibility

Invoices
Payments
Debtors
Expenses
Finance Reports
Finance Administration
Debit Card Expenditure
Banking
Petty Cash

3. Duties & Responsibilities

- 3.1 To support and assist the Town Clerk/Responsible Financial Officer in managing the Council's financial arrangements.

- 3.2 To support and assist budget holders in undertaking their roles as it relates to financial management of their budgets.
- 3.3 To ensure that the Financial Regulations of the Council are adhered to at all times.
- 3.4 To maintain computerised, day to day and annual financial records, and monitoring of income and expenditure against the approved budget using Sage accounting software, working with the Town Clerk/Responsible Finance Officer as required.
- 3.3 To support the coordination, processing and payment for goods and services to include processing of purchase orders & invoices.
- 3.5 Identification of authorised payments for goods, services and salaries to be entered into Sage Accounts.
- 3.6 Identify and enter any further invoices for Credit Card and Direct Debit Payments
- 3.7 Support for the coordination, processing and monitoring of sales invoices in accordance with Council schedules and rates. Including follow up of unpaid invoices and referral of bad debts.
- 3.8 Analyse, code and enter income in to Sage Accounts from Picture House transaction reports and balance 'Monthly Takings' and Gift Voucher Accounts.
- 3.9 Post and match bank receipts on to Sage Accounts.
- 3.10 Banking of incoming cash and cheques to the Council and receipt into appropriate ledgers.
- 3.11 To maintain appropriate banking arrangements and carry out monthly bank reconciliations.
- 3.12 To assist in preparing a schedule of payments due for submission to the Town Council.
- 3.13 To prepare financial reports in agreed format for regular meetings of the Town Council in liaison with the Town Clerk/Responsible Financial Officer, for example month end management accounts reports and transparency code reports
- 3.14 Preparation and coordination of all VAT returns on a quarterly basis splitting between HRTC and HBPH before submitting to HMRC
- 3.15 To prepare the draft annual financial return and supporting accounts for the Town Clerk/Responsible Financial Officer.

- 3.16 To support payroll including pensions and PAYE returns and end of year procedures in conjunction with the Town Clerk/Responsible Financial Officer and to keep records of mileage, sickness, annual leave and TOIL.
- 3.17 To assist the Town Clerk/Responsible Finance Officer with the preparation of the draft annual budget and to assist with the ongoing monthly monitoring of budgets.
- 3.18 To assist and support the Town Clerk/Responsible Financial Officer in preparing any documents or processes as required or requested by the Internal or External Auditor.
- 3.19 To assist the Town Clerk/Responsible Financial Officer with monitoring and reviewing the Council's contracts with utility providers ensuring best service and price are achieved. To obtain quotes for goods and services as requested by the Clerk and in line with the Councils Financial Regulations.
- 3.21 To prepare in consultation with the Town Clerk/Responsible Financial Officer and if required the appropriate Councillors, reports for meetings of the Council committees; to attend such meetings (including evening work) and present reports where required.
- 3.22 To assist the Responsible Finance Officer with the examination, verification and certification of contracts for work, goods or services that have been received, carried out, examined and approved.
- 3.23 General Administrative duties – to undertake general administrative duties as part of a team including telephone, post, dealing with enquiries from the public, filing and general correspondence.
- 3.24 To attend relevant training courses as required by the Council.
- 3.25 To work flexibly to meet the needs of the post.
- 3.26 To undertake any other duties required by the Council consistent with the level and scope of the post.