

Haverhill Town Council

Finance Administrator 30 hours per week

£26,446 - £31,895 pro-rata, depending on qualifications and experience, pay award pending

Due to the retirement of our existing administrator, we are seeking an experienced financial administrator to take over the day-to-day operation of the council's computerised accounts and financial management system under the guidance of the Responsible Financial Officer.

The successful applicant will be able to demonstrate experience in using financial accounts systems, maintaining up to date records of income and expenditure, ensuring that income due is billed and received promptly, and preparing lists of payments for approval.

Stewardship of public funds requires someone who can work methodically and accurately, completing regular reconciliations and assisting in the production of reports to Council. Experience is essential; a financial qualification would be advantageous along with a willingness to undertake training such as the new FiLCA qualification for local government finance. Based at Haverhill Arts Centre, hours may be worked flexibly to suit the applicant and the needs of the council.

For an informal discussion please contact the Responsible Financial Officer, Colin Poole 01440-712858 Mon-Thurs or email colin.poole@haverhill-tc.gov.uk

Closing Date: 13th October 2022, interviews to be held the week of 17th October.

We are an equal-opportunities employer and are keen to ensure the Arts Centre reflects the local population it serves. For more information please contact Vicky Phillips, Assistant Clerk. , or email vicky.phillips@haverhill-tc.gov.uk.

Visit our website www.haverhill-tc.gov.uk for an application form, Job description and person specification.

Haverhill Town Council

JOB DESCRIPTION

Post Title: Finance Administrator

Responsible to: Town Clerk

Responsible for: Town Council & Haverhill Community Trust

Hours: 30hrs/week

Salary: NJC scale 20-27, currently £26,446,-£31,895 pro-rata, depending on qualifications and experience, pay award pending.

Overall Responsibilities

The Town Clerk is the Responsible Financial Officer within the meaning of the Accounts and Audit Regulations 1996. The role of the Finance Administrator is to support the Town Clerk and ensure the proper financial control of the council is maintained.

Specific Responsibilities

1. Prepare financial reports on all relevant matters as directed by the Town Clerk, including the monitoring of performance against the annual budget for the Finance Committee.
2. Assist the Town Clerk prepare estimates of income and expenditure for the financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to West Suffolk Council.
3. Day to day operation of the Council's computerised accounts and financial management system to maintain up to date records of income and expenditure of the Council, retaining and filing all original documents and ensuring that income due is billed and received promptly, and preparing lists of payments made for approval at each Full Council meeting.
4. Maintain a petty cash imprest system and ensure adherence within the financial regulations of the Council.
5. Carry out 'daily' banking on behalf of the Council.
6. Carry out 'daily' reconciliations, identify and correct any errors found.
7. Carry out month-end reconciliations and provide management reports to the Town Clerk.
8. Manage treasury, cash flow and, in partnership with the Town Clerk, control investments and bank transfers.

9. Ensure sums due to the Inland Revenue are paid promptly, including ensuring submission of VAT returns promptly.
10. Prepare the draft Annual Report and Accounts in accordance with current Account & Audit Regulations ready for submission to the Council, via the Finance Committee, and for external audit.
11. Prepare the draft Annual Report and Accounts in accordance with current Account & Audit Regulations for a large Charity ready for submission to the Haverhill Community Trust, the Charity Commission and for external audit.
12. Prepare and submit Gift Aid returns to HMRC.
13. Ensure compliance with the Council's financial Regulations, follow financial systems in place and co-operate fully with internal audits.
14. Ensure PCI DSS compliance for card terminals is maintained and compliance returns completed.
15. To assist the Town Clerk prepare, maintain and update detailed financial processes and systems for adherence throughout the Council.
16. To improve systems where possible.

Other Duties

1. To attend meetings of the Finance Committee and other Committees as required by the Town Clerk.
2. To carry out any other duties as might reasonably be required by the Town Clerk within the general orbit of responsibilities of the post.

September 2022

PERSON SPECIFICATION

Competency	Essential Requirement	Desirable Level
Qualifications	Relevant accounting qualification or experience; willingness for continuing professional development.	A financial qualification at level 4
Experience/ Knowledge	Bookkeeping able to take accounts to trial balance; VAT returns	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	Working knowledge of relevant software packages – Word and Excel for example.	User of RBS Omega Accounting System for local councils.

September 2022