

Newton Longville Parish Council

Position: Finance Officer

Terms: Fixed Term Contract for 12 months (with the potential for an extension and/or establishment as a permanent position)

Salary: To be agreed, depending on skills and experience.

Working Arrangements: Flexible and part-time. Average 16 hours per week.

ROLE DESCRIPTION

Reporting to the Clerk (Clerk to the Council), the Finance Officer is responsible for the financial management of the parish council in accordance with statutory provisions and the Council's governing principles, policies, priorities and decisions as set by Members of the Parish Council (Councillors).

Main Financial Responsibilities:

1. In consultation with the Clerk, calculation and preparation of the annual cost and income budget of the Parish Council.
2. Maintain the Parish Council's computerised accounting records and ensure all transactions are properly recorded.
3. Ensure the Parish Council's income and expenditure control procedures are followed, including actioning:
 - a. Timely payment of invoices and expense claims (general council and Longueville Hall costs).
 - b. Invoicing and collection of income for Village Pump advertising, sports pitch hires, allotment charges and burial ground fees.

In addition, provide support for the Hall Manager to ensure that invoices for Longueville Hall and MUGA bookings are issued and payments collected, with deposits refunded appropriately.

4. Process employee salary, HMRC and pension payments.
5. Produce monthly bank reconciliations.
6. Prepare the Parish Council's VAT Returns.
7. Prepare annual, quarterly, monthly, and ad hoc financial and management accounts, budget and forecast updates as required (including, in conjunction with the Hall Manager, production of specific finance reports relating to the operation of Longueville Hall).
8. In consultation with the Clerk, completion of the Annual Governance and Accountability Return (AGAR) and associated audit controls.
9. Support the Clerk with the preparation of funding bids and administering grant funding.
10. Maintain the Parish Council's fixed asset register.
11. To ensure adherence to all relevant legislation, and financial standards and policies.

Other Responsibilities:

- To deal courteously and effectively with customer queries, in person, on the telephone and by email.
- To carry out routine clerical duties such as correspondence logging and photocopying as required.
- To attend training course, seminars, meetings, conferences, and other events as required, as a representative of the Parish Council, and disseminate related information and findings to offices and members of the Council as appropriate.
- Attend evening meetings as required.
- Produce and maintain a standard operating procedure manual for your role.
- To carry out any other duties as may be reasonably required, including deputising for the Clerk for periods when they are unavailable.
- To adhere to the professional codes of conduct applicable to Local Government Officers and to the Nolan Principles for standards in public life.

Person Specification:

	Essential	Desirable
Education and knowledge	<ul style="list-style-type: none"> • A good standard of education – Minimum five GCSEs or equivalent, including English and Maths, Grade C or above. • Relevant finance, accounting or business qualification (for example, AAT Level 2). 	<ul style="list-style-type: none"> • Working knowledge of local government finance and the Accounts and Audit Regulations. • Understanding of the roles of local councils and parish councillors. • Relevant degree, equivalent qualification or experience. • Local Governance qualification or willingness to work towards this.
Experience	<ul style="list-style-type: none"> • Experience of budget setting and monitoring. • Experience of using computerised accounting and payroll systems. • Experience of financial control procedures, including the management of payments and receipts. • Experience preparing accounts, statements and returns for audit. • Experience of using word processing and spreadsheet software. 	<ul style="list-style-type: none"> • Previous local government experience or experience of governance arrangements such as agenda preparation and minute taking. • Experience of preparing funding bids and administering grant funding.
Skills, and abilities	<ul style="list-style-type: none"> • Ability to communicate clearly and present clear, concise written reports • Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges. • Ability to anticipate problems and present solutions with a positive attitude • The ability to establish and maintain good relationships with Councillors, colleagues and members of the public, dealing with a wide range of people in an impartial, diplomatic and professional manner. 	<ul style="list-style-type: none"> • Ability to communicate using online resources such as websites and social media