

**HORDEN PARISH COUNCIL**  
**Job Description**

**Title:** Administration & Finance Officer

**Grade:** NJC salary points 14-17

**Responsible to:** Deputy Clerk

**Overall Objectives of the Post:** To provide administrative and financial assistance to Horden Parish Council.

**Key Responsibilities:**

- Data input of accounts.
- Preparation of cheques and BACS authorised for payment.
- Overseeing and coordinating departmental petty cash accounts.
- Processing wages payments as authorised by the Clerk to the Council, including Inland Revenue, pension, union and other associated payments.
- Processing Members and Officers Allowances as authorised by the Council.
- Receiving payments from customers.
- Preparation of invoices, monitoring payment and updating associated systems (manual and computerised).
- Maintenance & updating of website and Social Media Accounts.
- Establish and maintain good working relationships with Members of the Parish Council, staff and users of the Social Welfare Centre.
- Provide council administration support, under the direction of the Deputy Clerk.
- Answering telephone and dealing with queries raised.
- Internal and external post, including maintenance of postal record book.
- Assist the general public who visit the Parish Council Office.
- All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Council in the performance of their duties.
- The post holder will be expected to undertake any other duties which could reasonably be expected under the general purview of the post.