



Morpeth
Town
Council

POST TITLE: FINANCE AND ADMINISTRATION ASSISTANT
ACCOUNTABLE TO: TOWN CLERK
PAY GRADE: SCALE 3 Point 14 to 17 - £17,681 -£18,672

Overall Responsibilities

To provide administrative support to the Town Clerks office and to the Responsible Financial Officer (RFO). The Town Clerk is the Responsible Financial Officer who holds a statutory office appointed by the Council under s.151 of the Local Government Act. The role of the Finance and Administration Assistant is to support the Town Clerk/RFO and ensure that financial control is maintained. The Finance and Administration Assistant is also required to provide general office support to the Town Clerk's office

Specific Responsibilities

Financial Responsibilities

1. To fulfil the full range of statutory financial responsibilities under the Accounts and Audit Regulations and any subsequent enactment or modification
2. To prepare and be responsible for assisting with the production and presentation of the Council's Annual Final Accounts to satisfy all legal requirements.
3. To play a major role in assisting the Town Clerk in the Council's strategic financial planning and budget setting and monitoring
4. To ensure that the RBS Omega computerised accounts and financial management system is maintained with up to date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments once they have been authorised.
5. To design, implement and be responsible for financial systems involving handling cash; security of cash and other financial resources; handling of cheques; V.A.T. claims and associated issues; invoices and other transactions; accounts for income collections and receipts, and authorising expenditure and payments.
6. To assist the Council's Internal Auditor in maintaining adequate and effective systems of internal audit of the Council's accounting records and control systems.

7. To liaise with and provide such assistance as may be required to both the External and the Internal Auditors.
8. To provide regular financial information, reports, advice, graphs and monitoring information and forecasts to assist the Town Clerk.
9. To reconcile Bank Accounts and Bank Balances.
10. To provide and/or offer advice on financial training. In particular, to ensure key employees are always aware and trained in the latest developments within areas of financial administration.
11. To maintain and develop the Council's computerised financial systems and associated manual accounting records.
12. To administer the Council's loans, leasing and such other capital financing arrangements as may be required.
13. To contribute to the corporate and strategic planning process of the Council including preparation and setting of the short, medium and long term budget setting.
14. To maintain a knowledge of all relevant financial legislation and to deal with any changes arising.

Administration Responsibilities

15. Assist in ensuring that Legal, Statutory and other provisions affecting the running of the Council are observed.
16. To attend Council meetings (usually Wednesday evenings) when necessary.
17. To assist in the implementation of Council policies when required.
18. Assist when necessary in the planning and arranging of civic functions, community events and corporate receptions.
19. To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

Other responsibilities

20. To attend training courses on the work and role as required.
21. To undertake specific projects from time to time at the request of the Town Clerk.

22. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation.

**FINANCE AND ADMINISTRATION ASSISTANT
PERSON SPECIFICATION**

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent • Relevant finance / professional qualifications. • Commitment to complete study for Introduction in Local Council Administration 	<ul style="list-style-type: none"> • Certificate in Local Council Administration
Skills and knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • General administration and presentation skills • Good working knowledge of Microsoft systems particularly Excel • Able to write clear concise reports • Experience of using accounting packages. • Ability to work effectively with members of the Council, staff and a range of stakeholders 	<ul style="list-style-type: none"> • Practical experience of local government financial procedures
Experience	<ul style="list-style-type: none"> • Two years proven experience in a finance role including the development, management and operation of financial management systems • Experience of budget management • Managing a range of activities to deadlines within pre agreed timescales within changing priorities. 	<ul style="list-style-type: none"> • Experience of working in a political, public sector environment • Effective management of a substantial budget

	<ul style="list-style-type: none"> • Procurement of resources and services within a predetermined budget • Proven organisational skills with a high level of accuracy • Fully competent in using standard software systems 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly within a team and contribute to team ideals. • Ability to establish good customer relationships • Methodical and accurate approach • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthy 	
Special Requirements	<ul style="list-style-type: none"> • Flexibility to attend evening meetings and civic events • Commitment to personal professional development 	