



LONDON COLNEY PARISH COUNCIL

FINANCE OFFICER (PART TIME)

London Colney Parish Council needs a driven and enthusiastic Finance Officer to come and share their vision, drive and leadership. Working from the Parish Council's offices in Caledon Community Centre, this role will provide the Council with a top-quality finance service.

The post holder will be responsible for the day to day financial management of the Council, including data inputting, monitoring and producing Management accounts, preparing records for audit purposes and VAT, Debtor and Creditor ledgers, assisting in the budget setting process, preparing reports to present to the Council, invoicing, payroll and pension administration including year-end and HMRC returns. They will work closely with the Clerk advising councillors on finance matters, investment, insurance and risk management strategy.

The ideal candidate will have the ability to use financial packages with training given on the Council's account package. Local government/parish or town Council experience an advantage but not essential as training will be provided. Excellent computer skills are essential including Excel.

16 hours per week over 3 days

SCP 26 – 29, £23,866 - £26,470 pro rata

The closing date for applications: **Tuesday 19 February 2019, 12 noon**

Interviews will take place w/c 25 February 2019

Full details can be found in the application pack from:

Council's website at: www.londoncolney-pc.gov.uk

email: info@londoncolney-pc.gov.uk

Or contact: Clerk, London Colney Parish Council, Caledon Community Centre, Caledon Road, London Colney AL2 1PU

Tel: 01727 821314

Please note CV's will not be accepted.

FINANCE OFFICER

JOB DESCRIPTION

JOB TITLE: Finance Officer

RESPONSIBLE TO: Clerk

PRINCIPAL DUTIES:

- (a) Manage and administer the Council's financial affairs in accordance with the Accounts and Audit regulations 1996.
- (b) To advise Members on matters relating to the budget, income and expenditure. To include procedures, method and protocol.
- (c) To manage and administer the Council's asset register.

RESPONSIBILITIES

- 1 To effectively manage and monitor the Council's finances and to advise the Council on its financial strategy and policies, to include investment, cash flow and bank transfers.
- 2 In conjunction with the Clerk, prepare and advise on the annual estimates of income and expenditure for preparation of the budget.
- 3 To provide Council with regular monitoring statements of income and expenditure incurred under each budget code of the approved annual revenue and capital budgets.
- 4 To review and ensure compliance with the Council's Financial Regulations and recommend any necessary amendments to the Finance Committee. To attend such committee or other as may prove necessary.
- 5 To produce and publish the annual "Statement of Accounts" in accordance with the requirements of the Accounts and Audit Regulations 1996 for larger councils.
- 6 To manage staff payroll and the Local Government Pension Scheme and ensure members are paid by the allotted time according to their contracts.
- 7 To complete all statutory and financial returns including PAYE, NI, VAT, Pension Scheme and Charity returns.
- 8 Maintain a cost centre-based accounting system.
- 9 To manage insurance risk, process claims as necessary and maintain the property and asset register and report annually to the Finance Committee on insurance risk covered.
- 10 To carry out all necessary reports to Finance Committee for consideration.
11. To take responsibility for submission of quarterly VAT returns and to deal with VAT inspections
12. To comply with the Council's Health and Safety policy at all times.
13. To oversee the stocktaking and carry out bar trading accounts.
14. Liaise with auditors, banks, HMRC.

15. Debtor monitoring and collection of overdue fees and charges.
16. Creditor monitoring and all payments to suppliers within agreed timetable.
17. To undertake any other duties that may be required by Clerk from time to time appropriate to the grade and designation of the post.

PERSON SPECIFICATION – FINANCE OFFICER

CATEGORY	ESSENTIAL	DESIRABLE
1. Qualifications	Educated to GCSE Level or equivalent with minimum of English and Maths GCSE (Grade C)	Financial qualification Evidence of vocational training
2. Related Experience	Administration and office experience Evidence of working in a financial environment and of budget management Evidence of processing of financial system transactions Experience of working on own initiative and as part of a team	Knowledge of book keeping Maintenance of financial records and accounts Experience of attending meetings and minute taking.
3. Skills and Abilities	Administrative and organisational skills Accurate writing and numeracy abilities Fully competent with Microsoft Word and Excel	
4. Other Requirements	Good interpersonal and communication skills Able to use initiative, prioritise work and be flexible with duties Methodical and thorough approach Friendly and positive outlook Reliable and punctual Flexible	