

## ***Job Description***

### **FINANCE ASSISTANT**

Hours:	Part Time (20 Hours Per week Monday – Friday 9.30am – 1.30pm).
NJC scale:	SP 13-17.
Responsible to:	Finance Officer – Line Manager.
Purpose of job:	Post holder to act as a member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of BACS and Sage and Xero accounting systems and the generation of financial reports.

### **RESPONSIBILITIES**

1. Provide administration and organisation support to the Finance Officer with the day to day running of the Finance Office, including research and obtaining information for decision making.
2. To assist in the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.
3. To assist in the payment of invoices.
4. Raise Invoices, as instructed, for goods/services provided by Council.
5. Reconciliation of all Bank Accounts/ Petty Cash and operation of computerised Cashbook system.
6. To assist in the monitoring of budgets, ensure all transactions are correctly coded and entered on to the council's accounting system. Also, to ensure that VAT has been correctly accounted for.
7. To produce any necessary financial reports for council as required.
8. To assist in carrying out internal audits as required.
9. Assist the Finance Officer with the overall financial planning process as required.
10. To ensure the Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
11. Assisting in the monitoring of insurances in line with the procurement and acquisition of assets.
12. To maintain asset and inventory registers and update as required.

13. To maintain the sickness, training and leave registers.
14. To carry out other finance duties as required.
15. To provide cover in the absence of the Finance Administrator regarding that position's finance duties.
16. To deputise for the Finance Officer when required which include attending meetings as necessary including evenings.
17. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.
18. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.
19. To undertake such duties as may arise from time to time commensurate with the position.
20. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.