



FLITWICK TOWN COUNCIL

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	Finance Officer
Post No:	FTC 25
Responsible to:	Senior Finance Officer (Deputy Town Clerk & RFO's Team)
Responsible for:	

Job Purpose

1. To help provide an efficient and accurate finance function for the Town Council.
2. To keep the records of all financial transactions in a proper and systematic manner.

Main Responsibilities

1. To support the Manager in achieving the objectives for your team, and to contribute to the wider Council objectives where possible.
2. To support the Senior Finance Officer and Manager as required in daily business operations.
3. Maintain accurate records of all financial activities and undertake the necessary inputting to the accounts system.
4. Assist in the preparation of financial reports as required.
5. Respond to internal and external queries in a timely manner, escalating, as necessary.
6. Input and code all information onto the Sales Ledger and produce and distribute invoices, as necessary.
7. Assist with banking, paying in all monies and update the finance system accurately.
8. Count, record and input all monies received ensuring accuracy and timeliness.
9. Prepare floats for events as required and process petty cash systems accurately.
10. Process all methods of card and contactless receipts, entering onto finance system, allocating correctly and reconciling against multiple source reports.
11. Undertake all aspects of credit control as required.
12. Input and code all information onto the Purchase Ledger, maintain orders and delivery notes and check invoices against these.
13. Process all payments, accurately coding and allocating against invoices, raising and distributing remittance.
14. Assist with maintaining the Cashbook and enter receipts and payments with accurate allocation and coding.
15. To assist in collating information for monthly salaries and to assist with monthly payroll.
16. To assist the Senior Finance Officer and Manager in developing the annual budget, including the collation of pre-budget information.
17. To assist the Senior Finance Officer and Manager in with the collation of data and administration of all 'year end' elements and functions.

18. To assist with internal and external audits where required.
19. To support the work of your team in general by helping with a range of administrative tasks and reception duties for cover as required.
20. To observe the principles of customer/client care, equality, quality management and good health and safety standards and to help achieve and contribute towards Local Council Award status.
21. To undertake other tasks allocated by the Council which are within the competence and capability of post holder.



PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT
QUALIFICATIONS	1. Good general education: 5 GCSEs or equivalent including Maths and English (E). 2. Educated to "A" level standard and above. (D) 3. Association of Accounting Technicians (AAT) Level 2 Diploma or equivalent (E)
EXPERIENCE E = Essential D = Desirable	4. Experience of using computerised accounting systems. (E) 5. Experience of using RBS Omega (D). 6. Experience of working within a financial team (E) 7. Experience of all aspects of bookkeeping. (E) 8. Experience of budget monitoring and account reconciliation. (D) 9. Experience of preparing payroll information. (D) 10. Experience working in local government. (D) 11. Experience of providing financial information. (E) 12. Experience of using the Microsoft suite of products. (E)
KNOWLEDGE/ SKILLS	13. A knowledge of sales and purchase ledger transactions (E) 14. A knowledge of processing payment runs. (D) 15. Knowledge of the financial procedures of a town council. (D) 16. Ability to prepare the necessary payroll information. (D) 17. Ability to assist with credit control procedures. (D) 18. Good ICT skills using a range of formats. (E)
Personal Style and Behaviour	19. Ability to work under pressure and have a flexible approach to achieving deadlines. (E) 20. Ability to balance conflicting demands and to find acceptable ways forward. (E) 21. Willingness to work flexibly. (E) 22. Commitment to client care, equal opportunity in employment and service delivery and safety. (E)