



## FLITWICK TOWN COUNCIL

### JOB DESCRIPTION/PERSON SPECIFICATION

<b>Post:</b>	<b>Finance Assistant</b>
<b>Post No:</b>	<b>FTC 25</b>
<b>Responsible to:</b>	<b>Senior Finance Officer</b>
<b>Responsible for:</b>	

#### **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 Officers 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 Responsible Finance Officer 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 requested.
5. Respond to internal and external queries in a professional, timely manner, escalating, as necessary.
6. Input and code all required information onto the Sales Ledger and produce and distribute invoices, as necessary.
7. Verify and process all receipts, accurately coding and allocating against invoices, as necessary.
8. Count and record all monies received by ensuring accuracy and timeliness.
9. Assist with banking, paying in all monies and updating records accurately.
10. Prepare floats for events as required and process petty cash systems accurately.
11. Process all methods of card, contactless receipts, and online payments, keeping accurate records and entering onto finance system, allocating correctly, and reconciling against multiple source reports.
12. Undertake all aspects credit control as required.
13. Maintain the Purchase Order system ensuring timely and accurate records.
14. Process all aspects of purchase ledgers including checking invoices against purchase orders and delivery notes, obtaining appropriate authority to pay, coding and inputting all information onto the Purchase Ledger and maintaining accurate supplier records.
15. Process all payments, accurately coding and allocating against invoices as necessary, raising and distributing remittance.
16. Assist with maintaining the Cashbook and enter receipts and payments with accurate allocation and coding.
17. To support the work of your Team in general by helping with a range of administration tasks and reception duties as required.

18. To assist Officers in the preparation and administration of annual financial duties, including financial year end, annual budgets, internal audits, and stock checks.
19. 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.
20. 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
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Good general education: 5 GCSEs or equivalent including Maths and English (E).</li> <li>2. Educated to "A" level standard and above. (D)</li> <li>3. Association of Accounting Technicians (AAT) Level 2 Diploma (E)</li> </ol>
<b>EXPERIENCE</b>  E = Essential D = Desirable	<ol style="list-style-type: none"> <li>1. Experience of using computerised accounting systems. (E) Experience of using Rialtas Package (D).</li> <li>2. Experience of working within a financial team (E)</li> <li>3. Experience of all aspects of bookkeeping. (E)</li> <li>4. Experience of budget monitoring and account reconciliation. (D)</li> <li>5. Experience working in local government. (D)</li> <li>6. Experience of providing financial information. (D)</li> <li>7. Experience of using the Microsoft suite of products. (E)</li> </ol>
<b>KNOWLEDGE/ SKILLS</b>	<ol style="list-style-type: none"> <li>1. A knowledge of sales and purchase ledger transactions (E)</li> <li>2. A knowledge of payment runs. (D)</li> <li>3. Knowledge of the financial procedures of a town council. (D)</li> <li>4. Ability to assist with credit control procedures. (D)</li> <li>5. Good ICT skills using a range of formats. (E)</li> </ol>
<b>Personal Style and Behaviour</b>	<ol style="list-style-type: none"> <li>1. Ability to work under pressure and have a flexible approach to achieving deadlines. (E)</li> <li>2. Ability to balance conflicting demands and to find acceptable ways forward. (E)</li> <li>3. Ability to work with consistent accuracy, displaying attention to detail.</li> <li>4. Willingness to work flexibly. (E)</li> <li>5. Commitment to client care, equal opportunity in employment and service delivery and safety. (E)</li> </ol>