



REDRUTH TOWN COUNCIL

## **FINANCE ASSISTANT**

**SCP Range13-17 (£29,064 - £31,022) Pro rata  
22.5 hours per week**

### **JOB DESCRIPTION**

**Responsible to:**

Responsible Finance Officer (RFO)

**Job Purpose:**

To assist the RFO in the effective delivery, smooth running and high quality of the council's financial systems

**Scope:**

To demonstrate commitment to all aspects of Safeguarding to ensure our staff, customers and visitors are safe and to discharge our duty in terms of corporate safeguarding of all.

To behave in a way that recognises the importance of organisational culture, values and accountability.

To act in a socially responsible way at all times, ensuring your behaviour, actions and decisions consider sustainability of resources, the Climate and the Environment.

To adhere to standards set to ensure health and safety at work, which includes following procedures correctly and participating in relevant health and safety training, in helping to create a safe and supportive organisation for all.

To undertake tasks as required to support the Council's range of events and festivals as directed

## **Duties & Responsibilities:**

1. Assist managers and other staff to prepare Purchase Orders on Xero and follow up any uninvoiced purchase orders to ensure a complete paper trail for audit purposes.
2. Upload purchase invoices onto Xero matching with Purchase Orders where necessary. Follow up any missing paperwork or other discrepancies to ensure the accounting records are complete and correct.
3. Ensure Redruth Town Council procurement policy is followed by all staff and Members, and provide additional support to managers and other staff where required
4. Ensure purchase invoices are prepared for payment on timely basis, that all necessary authorisations have been obtained and prepare a fortnightly payment run (plus other ad hoc payment runs as necessary) for approval by the RFO.
5. Set up payment runs on Online Banking and ensure relevant signatories are available to authorise the payments.
6. Ensure invoices to tenants, customers and other agencies are raised on a timely basis. Follow up any unpaid invoices on a weekly basis and alert the RFO to any potential bad debts.
7. Post bank payments and receipts to Xero and reconcile the bank accounts on a weekly basis. Provide reconciliation reports for approval by the RFO and Town Clerk on a monthly basis.
8. Manage the use of the credit card according to RTC Procurement policy. Post any invoices and payment to the purchase ledger when a credit card payment is made and reconcile the credit card on a weekly basis.
9. Manage petty cash payments in accordance with RTC policy, post cash payments and receipts to Xero and reconcile the petty cash on a weekly basis.
10. Post transactions relating to other accounts to Xero on a weekly basis and reconcile at the end of each month.
11. Prepare monthly reconciliation reports for approval by the RFO and Town Clerk.
12. Assist the RFO with the preparation of the monthly payroll and pension return.
13. Prepare VAT returns on a quarterly basis, ready for the RFO to approve and submit.
14. Assist the RFO with preparing reports for Council and Committee meetings.
15. Assist the RFO with the preparation of the annual budget.
16. Assist the RFO with the preparation of year-end accounts and reports. Ensure documents and notices are uploaded to the website when instructed by the RFO or Town Clerk.

17. Assist the RFO to prepare information ready for the quarterly audit by Members, Six-monthly audit by the Internal Auditor and annual audit by the External Auditor.
18. Assist the RFO with making documents available for public examination.
19. Liaise with grant applicants and prepare applications for consideration at council meetings.
20. Accurately maintain appropriate manual and digital filing systems.
21. Ensure that all Data Protection, Health and Safety, and Risk Management procedures relevant to the Council are followed.
22. To receive training and attend courses, relevant to the functions of the post.
23. Act in a polite, professional, and capable manner at all times, as would be expected as an employee of the Town Council.
24. Undertake any other duties required by the Council consistent with the level and scope of the post.

This Job description outlines the duties required of the post entitled Finance Assistant to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

## Person Specification

	Essential Attributes	Desirable Attributes
<b>Educational Qualifications</b>	<p>Minimum 5 GCSE's (or equivalent) including English and Maths.</p> <p>A minimum of 5 years' experience working in a finance department.</p>	AAT Level 2 or 3 (or working towards it)
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent proven literacy and numeracy skills.</li> <li>• Proven track record in a finance role and able to demonstrate financial competency</li> <li>• Proven competency in Microsoft Office and other software programmes</li> <li>• Proven competency using finance software particularly Xero</li> <li>• Experience of preparing payroll and pension fund returns.</li> <li>• Exemplifies high standards of customer service across all communication channels including phone, face to face and electronically</li> <li>• Ability to present information in a clear and concise manner and provide interpretation when required</li> <li>• Good team player and ability to communicate with Councillors, stakeholders and the general public</li> <li>• Must understand and respect confidentiality and handling of sensitive financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Local Government practices and the role of Councillors</li> <li>• Procedural and practical knowledge of Local Government administration</li> <li>• Good understanding of Data Protection (GDPR)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good reasoning ability</li> <li>• Ability to respond independently to unexpected situations</li> <li>• Ability to multi-task</li> <li>• Ability to plan to ensure that deadlines are met</li> <li>• Able to work well unsupervised and on own initiative</li> </ul>	