

## Goole Town Council

### Role Description

<b>Post Title:</b>	Finance and Admin Officer
<b>Location:</b>	Junction Goole
<b>Responsible to:</b>	Responsible Financial Officer/Deputy Town Clerk
<b>Responsible for:</b>	Nil Staff
<b>Hours of Work:</b>	Stipulated in Contract
<b>Grade:</b>	SCP 9 / £21,269 p.a.
<b>Job Purpose:</b>	To support the Deputy Town Clerk/Responsible Financial Officer by carrying out a range of finance related and other administrative tasks

### Duties & Responsibilities:

#### Finance related

- Assist the Responsible Finance Officer / Deputy Town Clerk and Finance Admin Assistant(s) with the sales and purchase ledger.
- Assist the Responsible Finance Officer / Deputy Town Clerk and Finance Admin Assistant(s) in carrying out monthly shutdowns and year end accounting.
- Assist in the preparation of finance reports.
- Payment/invoice processing.
- Processing monthly direct debits.
- Assist with the collection of monies owed to Goole Town Council, for example, raising statements of accounts to debtors.
- Posting and monitoring petty cash.
- Maintaining the accuracy of supplier/reporting details.
- Implement/adhere to finance controls as issued by Council and the Responsible Finance Officer.
- Process staff expenses claims.

#### Admin related

- Check supplier invoices for payment/authorization.
- Investigating sales/purchase ledger queries.
- General administrative duties: filing, photocopying, archiving, distributing.
- Input daily sales and any other cash/allocated invoice sales.

### Other Duties

The above duties and responsibilities do not encompass all the tasks associated with the job, additional duties within the scope of the grade may be reasonably required.

### **Risk Management**

All employees need to have an awareness of risk management and that they are responsible for ensuring that they manage risk effectively in their job, all hazards and risks must be reported to the

appropriate Line Manager

### **Council Policies**

Be aware of and operate in accordance with the Town Council's vision, priorities and values and in line with published policies. Particularly those regarding data protection, health and safety, equality and diversity, safeguarding and climate change. All employees have a duty to be aware of policies, and to comply with their content and workplace rules.

### **Flexibility**

The postholder will need to be reasonably flexible in their working hours, which may include evening, weekends and bank holiday working on some occasions.

### **Promotion**

Maintain a keen interest in all areas of the Council's operations, services and supplies, promoting the positive difference the work of the Council achieves and helping to raise the profile of our work.