



Job Description
Part-Time Finance & Admin Assistant
17hrs per week
MONDAY, WEDNESDAY, THURSDAY
SCP 5-8 - £19,312 - £20,493 pro-rata

PRINCIPAL ROLE

- To provide financial and administrative assistance.
- To attend Services Committee and to work with the Deputy Clerk to undertake admin tasks to facilitate and deliver the decisions of the committee.

Main Responsibilities

Finance

- Accurately enter financial data from many different service areas into Town Council's accounting software.
- Accurately maintain purchase ledger and sales ledger records.
- Generate financial reports as requested.
- Make journals and raise purchase orders when authorized.
- Daily cash reconciliation and banking.
- Administer and replenish petty cash.
- Assist with enquiries from suppliers.
- Reconcile Market Parking Permits.
- Manage merchandise records for Ludlow Museum at the Buttercross.
- Reconciling coin box income and bi-weekly replenishing of attendant's float.
- File finance paperwork in support of audit processes.
- Create and upload the data transparency reports relating to expenditure over £500 for the Town Council's website.
- Collate and register electricity readings for all Town Council owned properties.
- Report income and expenditure information when requested by town council officers via online banking.
- Occasionally assisting with the monthly payment run and maintaining Purchase Ledger accounts accordingly.
- Assist with Sales Ledger debt recovery



Services Committee Admin:

- To work with the Town Clerk and Deputy Town Clerk to compile the agenda for Services Committee on a six weekly schedule.
- To ensure timely production of agenda as directed to include reports, supporting papers and quotations, and in doing so, comply with statutory timescales and open and confidential papers protocols.
- To organise a suitable location for the public meeting, facilitate the attendance of members of the public and the press, and attend the meeting to take minutes for the attention and approval of the Town Clerk/Deputy Town Clerk.
- To update the website with agenda and minutes in line with Town Council policy
- To carry out actions to facilitate and deliver the minuted decision of the committee as appropriate.

General Procurement

- To order supplies and other items as authorised by the Town Clerk

Markets

- Assist with online and in person payments for Specialist Market bookings, and associated record keeping.

Any other reasonable duties, as required by the Town Clerk, commensurate with the grade.

Contacts:

Town Clerk plus all other Ludlow Town Council staff, Services Committee Chairman, elected members, residents, local stakeholders, local businesses, local authorities and external organisations.

Responsible to: Town Clerk

Reporting to: Senior Finance Assistant



Person Specification

ESSENTIAL:

- Proven appropriate financial experience
- Proven experience of cash handling
- Proven competency with finance software
- Excellent IT skills including Word and Excel
- Experience of minute taking
- Able to demonstrate excellent organisational skills
- Able to demonstrate excellent communication skills
- Able to demonstrate a flexible approach to duties
- Proven ability to work to tight deadlines
- Proven ability to work in a busy office environment
- Proven ability to work individually and as part of a team
- Proven ability to interact effectively with a variety of people, including members of the public, colleagues, Senior Managers and Councillors
- 5 GCSE's grades A-C including English and Maths.

Whilst candidates must be generally competent in the use of accountancy software, full training on the specific software used by the Town Council will be provided to the successful candidate.

DESIRABLE

- Experience of working in Local Government
- Understanding of health and safety at work
- Experience of procurement