



Job Description
Part-Time Finance & Admin Assistant
12hrs per week Monday and Wednesday
MONDAY– WEDNESDAY

SCP 5-8 - £19,312 - £20,493 pro-rata

Responsible to: Town Clerk

Reporting to: Senior Finance Assistant

Main Responsibilities

Finance

- Assist with Finance enquiries e.g suppliers or issue banking details
- Attend to cash collection and banking on a daily basis to include the Market, toilets, street trading and Mayors Charity
- Administer petty cash
- Reconciling Parking Permits for the Market Officer
- Assisting with stock management and record keeping at The Buttercross Museum
- Reconciling and replenishing the Toilet Coin Box income and toilet attendant floats
- Filing the finance paperwork
- Assisting with the 3 weekly payment run and maintaining Purchase Ledger accounts accordingly
- Inputting and uploading the Data transparency reports, (items over £500) onto the Town Council's website
- Collate and register electricity readings for all properties
- Use the Town Council's Financial software, maintaining the purchase ledger and sales ledger, generating reports, journals and raising purchase orders
- Check income/expenditure as requested via online banking
- Assist with Sales Ledger debt recovery

General Admin

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

Markets

- Assist with online and in person Specialist Market bookings

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



Person Specification

ESSENTIAL:

- Proven financial experience
- Proven experience of cash handling
- Experienced in use of finance software
- Excellent IT skills including Word and Excel
- 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

DESIRABLE

- Experience of working in Local Government
- Understanding of health and safety at work
- Experience of website back office administration
- Experience of procurement

Full training will be provided to the successful candidate.