

## **JOB DESCRIPTION**

<b>POST</b>	Finance Administrator
<b>LOCATION</b>	Great Linford Parish Council
<b>REPORTS TO</b>	Responsible Financial Officer & Deputy
<b>HEAD OF OFFICE</b>	Parish Manager

### **1. PURPOSE OF JOB**

Support the Responsible Financial Officer by performing a variety of financial and administrative duties. Providing the day-to-day financial operational information that allows the RFO to ensure the Council is run to financial regulations and can report on medium and long-term financial trends.

### **2. SPECIFIC DUTIES & RESPONSIBILITIES**

<b>Financial</b>	
1.	Create purchase orders as required, reconcile POs and invoices.
2.	Create ad-hoc invoices as and when required.
3.	Cross check invoices received against purchase orders raised, that they are valid, within budget and set up for payment as compliant with the appropriate parish council authority level.
4.	Input all financial information accurately to the financial system.
5.	Liaise with any creditors or debtors through to completion and resolution.
6.	Collate the staff hourly work sheets for the RFO to complete the salary calculations and review and manage holiday and sickness reconciliation.
7.	Manage the asset register monthly to include new provisions, record disposal of old or damaged items.
8.	Set up the contract process from; setting up supplier payment details, secure necessary supplier management information and insurance details. Provide an overall existing supplier list twice a year to prepare for contract renewals.
9.	Obtaining booking and ad hoc invoice details from the Business support team and ensure timely payment is made. Create and process to payment the invoice for the agreed regular facility hires. Resolve issues and communicate to those in the process if there are issues with payments.
10.	Provide office admin support as and when required to ensure the smooth running of the office and the parish council activities.

11.	Prepare all basic financial information to the RFO for the creation of the Annual report, monthly financial reports and ad hoc financial reports as and when required. Produce the monthly council finance reporting notable exceptions.
12.	Manage emails relating to financial enquiries from customers and suppliers, escalating to RFO if required and keeping other members of the team involved as necessary.
13.	Provide a level of quality control on the production of financial reports and financial information for the RFO— providing checking and constructive improvement.
14.	Provide financial research and administrative support for other team members working on projects.
15.	Manage and maintain the archive records and document retention as per the data protection and retention policy.

### **3. RELATIONSHIPS**

- a. Report directly to the Responsible Financial Officer RFO
- b. Have appraisal and performance review with the Parish Manager in Collaboration with the RFO
- c. Work with other office staff, hirers and suppliers.
- d. Liaising with the Chair of Committees and Parish Managers

#### 4. PERSONAL SPECIFICATION

	Essential	Desirable	Evidence
Experience	Experience in a financial administrator role.	Experience of working in local government and/or not for profit organisations.	CV.
Knowledge	Understanding of office and administrative systems.	Experience of Rialtas or other financial packages.	
Skills	<p>Strong number skills.</p> <p>Competent in Microsoft applications or other digital skills.</p> <p>Strong level of attention to detail.</p> <p>High level of accuracy.</p> <p>Evaluation and research skills.</p> <p>Balanced teamwork skills and self-management skills.</p> <p>Good decision-making skills.</p> <p>Effective communication skills, including effective verbal and listening skills.</p> <p>Effective organisational skills and ability to work on own initiative.</p> <p>Ability to work to deadlines and be flexible to peaks and</p>	<p>Understanding of MS365 and the Team collaboration.</p>	<p>Good qualifications in math related topics.</p> <p>Evidence of experience in interview.</p>

	troughs.		
Personal Effectiveness	<p>Positive and unflappable.</p> <p>Problem solving – ability to think creatively to deliver a solution.</p> <p>Methodical.</p> <p>High level of personal drive and a commitment to the Parish Council's agenda.</p> <p>Team player.</p>		CV and interview.
Qualifications	Significant level of job-related experiences.	<p>Educated to relevant degree level NVQ 3 / 4 or equivalent level qualification.</p> <p>Driver's licence.</p>	Documentary evidence provided.