**JOB DESCRIPTION**

**JOB TITLE:** Finance and Administration Assistant

**Grade** SCP 10

**HOURS:** 37hours per week

**BASE:** Selsey Town Council

55 High Street, Selsey, West Sussex PO20 0RB

**RESPONSIBLE TO**: Town Clerk

**Job Purpose:**

To provide efficient and accurate financial and general office administrative support including reception duties for the Town Council.

**Main Duties and Responsibilities**

To assist the Town Clerk/RFO to manage the day-to-day finances of the Town Council. To provide general office administration assistance such as reception, ordering stationery, photocopying as required to support the functions of the Council office.

**Finance**

* Day to day activities of the Finance function to include collating information, coding and inputting into the Red Book and Rialtas systems.
* To assist the Deputy Town Clerk with financial reports as requested and within knowledge limits.
* Respond to financial queries when required within knowledge limits.
* Provide support to the Clerk and Deputy Town Clerk as required.
* Ensure the monthly bank statements reconcile with the Red Book.

**Cashbook Income**

* Code and input income into the Red Book and Rialtas systems.
* Produce the regular invoices for Selsey Town Council.
* Oversee the administration Hall Hire and DWB payments log.
* Prepare banking for a Manager to pay in at a bank.

**Cashbook Expenditure**

* Code and input expenditure into the Red Book and Rialtas systems.
* Check invoices against a requisition or order documentation where appropriate ensuring that a service or goods have been received.
* Preparation of the online *(*BACS*)* payments and BACS schedule for the Deputy Town Clerk or RFO to check and sign off along with authorisation by two Councillors.
* Prepare cheques for authorisation by two Councillors.
* Send remittances.
* Monitor regular expenditure.
* Report any anomalies to the Deputy Town Clerk or RFO.
* Maintain petty cash including weekly reconciliation code and input onto Rialtas system.
* Monthly coding of Barclaycard purchase order expenditure and input onto Rialtas system.

**General Duties**

* Provide administrative support including, but not limited to, answering queries at the front desk and taking room or wedding bookings in person or by phone and updating the payment log.
* To input the electricity meter readings online, obtained by the Deputy Town Clerk.
* To reconcile the till monies weekly.
* To update & maintain a diary, manage the bookings and generate invoices for the suite of halls available within the Town Hall complex to provide a comprehensive bookings service.
* To ensure the booked halls are correctly laid out for the meetings or classes with enough tables, chairs, or equipment as appropriate.
* To undertake accurate cash handling and reconciliation, including through direct sales to the public.
* To administer the wedding bookings and assist clients as appropriate.
* Undertake training by Selsey Town Council or an external provider as may be required for this role.
* To carry out such other duties as may be required, commensurate with the role.
* To be responsible for the security of the premises, including safe custody of premises keys when necessary.
* To be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
* To work in accordance with the Town Council’s policies and procedures.
* To be responsible for the security of premises, including safe custody of premises keys when necessary.
* This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
* The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
* This document does not constitute a job specification and accordingly does not purport to represent an exhaustive list of all duties. It is intended to indicate the main areas of activity.

**Person Specification**

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|  | **Essential** | **Desirable** |
| GCSE English Grade C/4 or above | E |  |
| GCSE Maths Grade C/4 or above | E |  |
| IT literate with excellent Microsoft Office skills | E |  |
| A willingness to undertake further study | E |  |
| Well organised | E |  |
| Knowledge of bookkeeping |  | D |
| Experience of using finance software |  | D |
| An understanding or knowledge of local government |  | D |