



JOB DESCRIPTION

ASSISTANT CLERK/RESPONSIBLE FINANCE OFFICER

POST NO: <i>PC02</i> Postholder:	CONTRACT TERM: Permanent
SALARY SCALE: SCP 24 – 28 £27,905 - £31,371 (pro-rata) (progression within scale subject to satisfactory performance)	REPORTING TO: Clerk to the Council
HOURS OF WORK: Minimum 15 hours per week (usually 9.30 a.m. to 3.00 p.m. over 3 working days) plus up to 5 additional hours per week for evening meetings (for which the standard hourly rate applies) but actual hours by arrangement with the Clerk to the Council. An ability to be flexible in working hours is an essential requirement of the post and some evening work must be expected, including responsibility for Planning and Highways Committee.	
MAIN LOCATION: Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex, TN21 8HU	

Normal Duties:

- To ensure that the Parish Council's accounts are maintained by use of SAGE or such other software as may be implemented in a timely and appropriate manner, in accordance with Financial Regulations
- To help ensure that the Council's procedures and policies for budget monitoring, members' audits and internal audit are satisfactory and duly complied with
- To produce the end of year accounts and supporting documentation for the internal and external audits
- To reclaim VAT quarterly
- To attend meetings of the Council, its Committees and outside bodies as required by arrangement with the Clerk to the Council and prepare agendas and minutes thereof
- To be responsible for the Planning and Highways Committee, including agendas, minutes and actions arising therefrom.
- To prepare accounts for Waldron Recreation Ground charity for submission to the Charity Commission online and to attend meetings thereof as necessary
- To prepare budgetary control papers for Committee meetings and to help ensure all payments are made in accordance with Financial Regulations, by means of Payflow or other method as agreed, including salaries
- To attend occasional meetings of outside bodies when required
- To help ensure the Council's compliance with Health and Safety legislation and to draw up risk assessment documents where required and to ensure risk assessments are carried out as appropriate
- To attend training courses or seminars as required by the Council
- To help ensure the smooth running of the office, particularly in the Clerk's absence
- To undertake general administrative and office duties
- Such other duties as may be required from time to time

Key Responsibilities:

To ensure that the financial records of the Council are properly maintained by use of SAGE or other appropriate software in accordance with the Council's Financial Regulations and the Accounts and Audit Regulations

To prepare budgetary control statements and associated reports for the Council and its Committees and prepare budget and precept papers

To help ensure that all income and expenditure is properly processed and recorded and that Members' audits are undertaken on a monthly basis, in accordance with the Council's Financial Regulations

To manage the Council's bank accounts by ensuring the transference of funds to meet the Council's current commitments, management of petty cash, ensuring prompt banking of monies received, processing of accounts for payment and preparation of invoices.

To ensure the preparation of necessary documentation for internal and external audits

To undertake an annual review of the Council's investment policy for consideration

To review investments as required

To help ensure the smooth running of the office, particularly in the Clerk's absence

To undertake meetings of PH Committee and all arising actions and instructions

To attend meetings of the Council and its Committees and meetings of outside bodies as required by arrangement with the Clerk

To help ensure that the Council's health and safety policy is up to date and to prepare risk assessment documentation when required and ensure appropriate risk assessments are being undertaken

To undertake general administrative and office duties and such other duties as may be required from time to time as instructed by the Clerk to the Council to ensure the smooth running of the Council

Signed: Employee

Date.....

Signed by Parish Clerk

Date

May 2019