



Kendal Town Council

Job Description

Finance and Administration Officer

Overall Responsibilities

The Finance and Administration Officer is the Council's book keeper, ensuring that the Council finances are kept on a professional basis, compliant with appropriate legislation and regulations. You'll be making and receiving payments, maintaining the Council's cashbook, and ensuring that management finance information is available in a timely and accurate manner. You'll be assisting colleagues in project management, calculating and advising on budgets, liaising with suppliers and preparing the Council's reporting for internal and external audit. You'll be familiar with financial management software including Sage, and be able to work with sector specific finance software as appropriate.

Hours

24 hours per week, Monday to Friday. Some flexible working is possible

Salary

NJC SCP 17-24 (new scale). Currently £23,836 – £27,905 pro rata. Local government pension scheme.

Place of Work

Normally Kendal Town Council offices, currently officially located in Kendal Town Hall, however due to renovation work, the office is based in another, temporary town centre location. During the Covid19 Pandemic, home working is encouraged, and some future home working will be possible.

Reporting to

The Town Clerk

Specific Responsibilities

The successful candidate will:

- Ensure authorisation and payment of invoices
- Prepare and manage invoices and receipts
- Oversee salary, pension and other staff payments
- Undertake bank reconciliations as necessary
- Manage petty cash and casual payments systems as required
- Maintain the cashbook and other bookkeeping elements
- Assist in ensuring that statutory and other financial provisions governing or affecting the Council are observed.
- Assist in the preparation and management of project, Committee and Council budgets.

- Prepare budget monitoring reports, schedules of payments and other statements as required for the Council and its Committees
- Prepare the Council's Annual Governance and Accountability Return (AGAR).
- Ensure the Council meets its obligations and expectations with regard to VAT.
- Operate the Council's grant programme
- Attend meetings of the Council as required
- Liaise with internal and external auditors
- Maintain the Council's asset register
- Maintain the appropriate financial and governance procedures and records for the charities of which the Council is the Trustee (Allen Institute & Kendal Museum, and Schools of Science & Arts)
- Oversee and report on other Council finance activity as appropriate, including third party organisations, the Mayoral charity and the Wainwright Award
- Assist in the Council's overall risk management policies, including the appropriate operation of health and safety, insurance and other policies designed to mitigate risk.
- Attend appropriate training and professional development courses or sessions as required.
- Advise on matters relating to financial management and governance.
- Assist in the day to day running of the Council and any other reasonable duties, as directed by the Town Clerk.

Person Specification

Attainments	Essential	Desirable
	Appropriate level of education/training/experience demonstrating high literacy and numeracy skills	Educated to degree level or equivalent
	Good organisational and administrative experience	Recognised accountancy or bookkeeping qualification at Level 3 or above
	Experience of working on own initiative	Previous experience of working for a local authority or similar body
		Experience of dealing with the public
Knowledge	Knowledge of local government systems and procedures	Knowledge of the governance and legal framework in which the council operates
	Knowledge of budget setting, monitoring process and controls and financial management reports	Knowledge of the local area

	Knowledge of employment, health and safety and risk management law and procedures.	Understanding of the Council's role in the community
		Implementation of financial systems and controls to prevent bribery and corruption
Qualities and Attitudes	Flexible, pro-active and 'hands-on' approach to tasks	Enthusiastic and willingness to adapt to change
	Trustworthy with confidential information	Sensitivity to working in a political environment
	Good team worker	Business perspective and acumen
	Commitment to quality service delivery	
	Supportive – demonstrating loyalty and commitment to the organisation and colleagues	
Skills and Abilities	High numeracy and analytical skills	Ability to develop, implement and monitor effective systems and procedures
	Sound written and oral communication skills	Flexibility to respond quickly to situations
	IT literate with knowledge of MS Office and appropriate finance applications	
	Ability to organise and prioritise workload	
	Ability to work to deadlines	