

## Vacancy for a Finance/Office Administrator

**Fixed 12-month contract**

Part-time 16 hours per week (to be worked on a flexible basis)

additional hours will be required at certain times of the year

**Local Council Salary Scale (SCP 18 – 23) Salary £13.48 ph**

**2022/2023 salary review pending**

**22 days annual leave (pro-rata) and membership of the Local Government Pension Scheme**

Worplesdon Parish Council is looking to appoint a Finance/Office Administrator. The successful candidate will be an integral part of a small friendly team, including Officers and Councillors, in a modern office located in Queen Elizabeth Park, Stoughton.

The core duties of this role involve:

* Entering transactions using Scribe accounting software
* Completing monthly bank reconciliations
* Producing various financial reports
* Ordering supplies
* Invoicing
* Scanning invoices into the Council's accounting software
* Maintaining the Council's asset register
* Completing quarterly VAT returns
* Applying for grant funding for community projects
* Various other administrative office tasks, as required

Applicants should have previous financial experience, excellent skills in:

IT, communications (written and verbal), and office administration. The ability to work unsupervised and meet deadlines is essential.

[www.worplesdon-pc.gov.uk/vacancies](https://worplesdon-pc.gov.uk/staff-vacancies/)

Please contact Gaynor White - Clerk to the Council on 01483 300094 for further information.

Closing date is Wednesday 28 September 2022 @ 18:00.

**Worplesdon Parish Council**

**Council Offices, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surey, GU2 9JX. Phone: 01483 300094**

[www.](mailto:info@abbotslangley-pc.gov.uk)[worplesdon](http://www.abbotslangley-pc.gov.uk/)[-pc.gov.uk](mailto:info@abbotslangley-pc.gov.uk)

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**Job Description**

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| **Post Title** | Finance/Office Administrator |
| **Line Manager** | Clerk to the Council |
| **Salary** | LC1 (SCP 19-23) - £13.48ph |
| **Hours - part time** | 16 – with additional hours when required |
| **Holiday Entitlement** | 22 days, 2 statutory days & bank holidays |
| **Pension Scheme** | Member of the LGPS |
| **Main location** | Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX |

## Overall responsibilities:

The Finance/Office Administrator will work with and support the Clerk to the Council/Responsible Financial Officer.

## Salary

SCP 19- 23 (25,481 – 27,741pa) pro-rated

## Hours of Work

16 hours per week to be worked on a flexible basis as the workload dictates.

## Main responsibilities:

1. To assist the Clerk in ensuring that the financial statutory and other provisions governing or affecting the running of the council are observed.
2. To administer payments and input data into the cashbook using the Scribe computerised accounting system, in accordance with the Council’s financial regulations. This will include the recording of receipts and payments accurately, reconciling bank statements, and preparing monthly budget reports.
3. To assist with monitoring and balancing the Council’s accounts and prepare records for audit purposes.
4. To bank regularly all money received by the Council and to ensure that all money due to the Council is billed and collected promptly.
5. To assist with the procurement of goods and services in accordance with the Council’s financial procedures.
6. To scan all purchase invoices into the Council’s accounts software (including those for the current financial year).
7. To submit the annual Concurrent Functions Grant Aid request to the Borough Council.
8. To prepare and submit the quarterly VAT returns.
9. To prepare the draft accounts in accordance with the Accounts and Audit Regulations and report thereon to the Clerk/Responsible Financial Officer (RFO).
10. To maintain the Council’s insurance records and to report to the Clerk/RFO, and to process claims, as necessary.
11. To maintain the Council’s register of property and assets (as appropriate).
12. To assist members of the Council whilst carrying out the quarterly financial checks.
13. Applying for grant funding for community projects.
14. To archive and safely dispose of the Council’s historic accounting records, as necessary.
15. To undertake any other duties as assigned.

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## Person Specification

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| **FINANCE** | | |
|  | **Essential** | **Preferred** |
| **1. Educational**  **qualifications** | Good general education:  5 GCSEs or equivalent including English and Maths | Bookkeeping or business management |
| **2. Work experience** | Experience of working in an office setting  Experience of using Microsoft Office Suite, including Excel  Experience of using accountancy software | Previous local government experience |
| **3. Skills/knowledge and aptitude** | Ability to problem solve under pressure and to meet deadlines  Excellent oral and written communication skills  The ability to research, prepare and deliver reports  Excellent telephone manner  IT skills including internet use | An understanding of local authority administration and the powers available to Town and Parish Councils |
| **4. Motivation** | The ability to maintain good relationships with Councillors, contractors, and members of the public  Self-reliant, self-motivated, attention to detail, and methodical. Ability to use own initiative  Enthusiastic, forward thinking, and dependable  Committed to undertake all necessary training |  |
| **5. Other** | Must like dogs.  Must have a good sense of humour! |  |