



## Job Description

<b>Post Title</b>	Finance/Office Administrator
<b>Line Manager</b>	Clerk to the Council
<b>Salary</b>	LC1 (SCP 19-23) - £13.48ph
<b>Hours - part time</b>	16 – with additional hours when required
<b>Holiday Entitlement</b>	22 days, 2 statutory days & bank holidays
<b>Pension Scheme</b>	Member of the LGPS
<b>Main location</b>	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.