

JOB DESCRIPTION

Post Title:	Finance Officer
Working Hours:	Part-time, 18.5 hours per week (0.5 full-time equivalent), flexible hours
Salary Grade:	SPC 5-12 (£19,312- £ 22,183) pro-rata
Contract Type:	Permanent
Responsible to:	Town Clerk and Responsible Financial Officer

Role Description

To support and assist the Council to fulfil the statutory duty to keep proper accounts and records, and to maintain appropriate control over the collection and expenditure of public money.

Cranbrook and the Town Council

Cranbrook is a town being developed from scratch in East Devon on land which used to be green fields. Construction works started in 2011 and during the following year, the first residents moved in. In early 2021, the town had grown to approximately 6,000 residents occupying 2,300 or so properties. The current Local Plan which covers the period until 2031 and makes provision for the delivery of circa 8,000 homes housing in the region of 25,000 residents – so Cranbrook will be at least a medium-sized town and probably the second-biggest settlement in the whole of Devon.

Cranbrook Town Council was created as a local authority in May 2015 serving East Devon's youngest community in response to the new town being built. Since then, the Council has completed a number of asset and service transfers to it, including a multi-purpose building; play areas; a 35-hectare Country Park and nature reserve; grounds maintenance covering all areas of public open space in the town; litter picking; bin emptying; community development work and a youth service – and is currently working on the delivery of a sports pavilion at the Ingrams sports pitches, the delivery of new play areas, the delivery of the town centre in Cranbrook, among other areas of work.

Job Description

1. Be a point of contact for user, customer and tenant queries and deal with personal, telephone and email callers in a welcoming and helpful manner
2. Work without close managerial supervision (except in areas of technical complexity or sensitivity)
3. Comply with the Council's Financial Regulations
4. Work with the Responsible Financial Officer to develop improvements to systems and supporting processes
5. Support the Responsible Financial Officer in the monitoring and balancing of the Council's accounts and prepare records for audit purposes and VAT as directed by the RFO; in particular:
 - i. Keep accurate and up-to-date financial records for analysis, invoicing and audit
 - ii. Administer all accounting processes and resolve any problems

- iii. Input accurate and up-to-date data into the Council's finance software (RBS Rialtas, Microsoft Excel) relating to all cash books the Council operates and monitor the bank accounts
 - iv. Process payments
 - v. Responsible for month-end and close-down procedures
 - vi. Preparation of financial year-end returns
 - vii. Support with all audits (internal and external), providing relevant documentation where necessary
 - viii. Administer and adhere to the Council's cash handling policy
 - ix. Bank any cheques whilst maintaining an accurate audit trail
 - x. Process, check and record invoices, procurement card statements and expense claims
 - xi. Invoice customers e.g. for the hire of the Younghayes Centre hall, meeting room and for users of Council assets, e.g. the Ingrams Pavilion, public open space and allotments
 - xii. Invoice Younghayes Centre commercial tenants for rental
 - xiii. Invoice all other Council debtors
 - xiv. Ensure accurate records are made for income received
 - xv. Credit control for any unpaid invoices, including preparing and dispatching standardised letters and emails
 - xvi. Keep a record of Younghayes Centre supplier invoicing for the tenant portion service charge, invoiced on a quarterly basis
 - xvii. Raise purchase orders to facilitate efficient ordering of goods and services
 - xviii. Resolve any financial queries or disputes
 - xix. Keep service contracts up to date
 - xx. Maintain the Council's Asset Register using the electronic system
 - xxi. Undertake an annual site survey to ensure the asset register is up to date
6. Take a financial lead on projects as required
 7. Enable colleagues to meet their financial and budgetary responsibilities by providing effective financial support and monitoring
 8. Support other members of the staff team as required, e.g. by undertaking filing, photocopying, collation of information and general clerical work
 9. Comply with all legislation and Council policies relating but not limited to confidentiality, data protection and health and safety
 10. Undertake training and personal development as and when identified
 11. Undertake any other duties as deemed appropriate

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed:

Date:

Signed:

Date:

Person Specification

	Essential	Desirable
1. Education / Qualifications	Educated to A-Level (with a minimum of grade B level (or equivalent) in a minimum of Maths and English GSCE)	Relevant qualification or training in finance and/or accounting
2. Work Experience	<p>Experience of working in financial administration</p> <p>Proficient in using all Microsoft Office applications and computerised accounting software</p>	<p>Experience of using RBS Rialtas</p> <p>Understanding of a local council's legal framework and operating environment</p>
3. General Skills / Knowledge and Aptitude	<p>Exemplary numeracy skills</p> <p>Ability to work effectively and accurately without close managerial supervision</p> <p>Ability to work to financial procedures and within guidelines</p> <p>Excellent planning and organisational skills to manage own time and workload effectively</p> <p>Ability to use own initiative to solve problems and achieve results</p> <p>Excellent analytical and reporting skills</p> <p>Ability to communicate financial information clearly</p> <p>Ability to work under pressure and meet deadlines</p> <p>Attention to detail</p>	<p>Ability to operate within a political environment but act impartially and use open and fair processes</p>
4. Personal Qualities	<p>High expectations of self and working to high professional standard</p> <p>Highly motivated and enthusiastic</p> <p>Ability and flexibility to grow with the role and undertake training</p> <p>Flexible and adaptable approach</p> <p>Ability to maintain good relationships with councillors, team colleagues, contractors and the public</p>	