

## Job Description

- 1. Post Title:** Finance & Administration Officer (Finance & Corporate Services) – 37 hours per week (Monday to Friday).
- 2. Responsible to:** Head of Finance & Corporate Services
- 3. Benefits:** Salary Grade - Scale 5 SCP Point 13-18 (£29,064 – £31,537) per annum (pay award pending)  
Memberships to the Local Government Pension Scheme (LGPS)  
Annual leave entitlements 23days per annum, plus statutory holidays
- 4. Job Summary:** To undertake a wide range of administrative, financial and hospitality duties and to assist in the day-to-day operation of the Council's Finance and Corporate Services Office.
- 5. Functional Relationships:**
  - (i) Internal - Reporting directly to the Head of Finance & Corporate Services (line manager) and providing support to other senior staff where necessary.
  - (ii) External – Liaising with suppliers, staff in partner organisations, other external organisations (when required), and the Town Council's Councillors.

## 6. Key Duties and Responsibilities Finance and Payroll

- Responsible for the day-to-day processing and control of sales, purchase ledger and cash book systems, including control account reconciliations in accordance with agreed financial procedures and timescales
- To raise, process, and monitor daily purchase orders using Sage Accounting
- To operate and maintain Sage Accounting and Sage Payroll systems, ensuring accuracy, confidentiality, and compliance
- To process payroll input, including starters, leavers, variations, and statutory deductions
- To support month-end and year-end financial processes
- To assist in the preparation of financial reports and returns
- To liaise with suppliers, HMRC, staff, and internal services regarding finance, purchasing, and payroll matters
- To support budget monitoring, audit processes, and financial compliance activities
- Assisting with month-end and year-end financial processes
- To support budget monitoring, audit processes, and financial compliance activities

## General administration and support duties

- Co-ordinate the Town Council's hospitality/meeting function including provision of refreshments and equipment hire.
- To monitor and maintain appropriate levels of office stationery and supplies.
- To order, replenish, and manage food and drink supplies for the workplace.

- To ensure communal areas remain organised and presentable.
- To provide general administrative support services as required to ensure the efficient running of the office.
- To undertake any other duties commensurate with the grade and nature of the post

This job description is not exhaustive and may be reviewed following discussion with the post holder.

This is a varied role that requires a high level of accuracy, organisation and flexibility.

## **7. Corporate Responsibilities**

- To carry out duties with due regard to the Council's Equal Opportunities, Health and Safety, Data Protection, and Confidentiality policies
- To promote and support the Council's values, behaviours, and commitments to equality, diversity, and inclusion.
- To ensure that confidential and sensitive information is always handled appropriately.
- To comply with all relevant legislative requirements and internal procedures

## **8. Skills, Knowledge and Experience**

- Excellent practical knowledge and experience of Sage Accounting (including purchase order processing) and Sage Payroll
- Experience of working in a finance, payroll, or administrative role
- Sound understanding of basic accounting, purchasing, and payroll procedures
- High level of accuracy and attention to detail
- Good organisational and time-management skills
- Proficiency in Microsoft Office, particularly Excel
- Ability to work effectively both independently and as part of a team
- Effective communication and people skills

Experience in a local authority or public-sector environment and relevant qualifications (e.g. AAT or Payroll) are desirable but not essential.

DH 28/04/26: JD Finance & Administration Officer (Fin & Corp Serv)