

# ROYSTON TOWN COUNCIL

## Finance Assistant

### Job Description

**Position:** Permanent – Part time

**Hours:** 24 hours per week: Monday to Thursday 9am to 4pm with a 1 hour lunch break

**Salary:** SCP 8 - £13,293 per annum (FTE £20,494)

Auto enrolment into the Local Government Pension Scheme

Holiday entitlement – 22 days per annum plus Bank Holidays

An exciting opportunity has arisen for a self-motivated individual to join our team.

This is a wide ranging role, with a remit which includes contributing to the day to day control of the council's finances and ensuring budgetary control and the production of accurate financial information. You will need to have a knowledge of accounting procedures and be experienced in the use of Financial Systems.

You will be a strong team player, with a positive and proactive attitude, having a desire to learn and develop your skills and experience.

### **Summary of Responsibilities and Duties of the Job**

- Regular use of finance software packages SAGE 50 accounts and SAGE payroll
- Day to day management of the council's finances
- Responsibility for banking and balancing cash, cheques and BACS payments
- Preparation of monthly and year end bank reconciliations
- Preparation of monthly Income & expenditure reports, managing cashbook, and producing trial balance reports
- Preparation of VAT returns for submission
- Collating time sheets from employees and inputting to spreadsheets for payroll
- Production of monthly management reports for the Finance Committee
- Overseeing the sales and purchase ledger
- Invoice raising and credit control including debt chasing
- Preparation of Excel spreadsheets as needed
- To assist the Town Clerk in the preparation of the annual budget estimates
- Completion of pension related returns to LGPS
- To assist the internal auditor with bi-annual audits
- To prepare year-end figures, reports and other evidence for the submission to the External Auditor
- Dealing with general council enquiries
- Ensuring the activities of the post are carried out to the highest standards of integrity and professionalism in accordance with the requirements
- To undertake such other duties as may be required from time to time commensurate with the level of the post
- To undertake training as required

### **External and Internal Contacts**

Councillors, customers, public, senior members of staff and partner agencies, face to face, telephone, written and electronic communication.