

WATERBEACH PARISH COUNCIL

FINANCE OFFICER VACANCY

JOB DESCRIPTION

Overview

The Clerk of Waterbeach Parish Council (WPC), as Proper Officer, is accountable for the overall administration of the business of the Council and in addition has a number of specific legal responsibilities.

The Finance Officer will specifically manage and monitor the Council's finances and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant Regulations.

S/he, whilst working under the overall direction of the Clerk, will have the following specific duties:

1. To advise the Clerk, Chair of the Council, Chair of the Finance Committee and Councillors on the financial regulations, management and controls and any issues arising and any departure from these.
2. To maintain computerised, day to day and annual financial records, and monitoring of income and expenditure against the approved budget.
3. Use accounting software (Scribe) to prepare monthly financial reports covering budget monitoring, cost centre management, fund balances, receipts and payments to date and other matters.
4. To prepare financial reports in agreed format for meetings of the Parish Council.
5. To prepare the Finance Committee meeting agendas and supporting documents and attend the meetings to provide relevant advice.
6. To monitor the Council's S106 finances, produce overview reports including records of forthcoming trigger points, and maintain project-specific and overview reports.

Milestone tasks

7. To prepare annual estimates of expenditure to be incurred by Council.
8. To prepare a detailed draft annual budget and precept recommendation for the subsequent year for submission to the Parish Council at its annual budget setting meeting.
9. To prepare the Accounts, Annual Return and Statement of Internal Control for the Council each year, submit them to the Council for approval within defined timescales.

10. To submit the precept to the District Council by the due date and to provide any associated documentation requested.
11. To prepare and submit the annual Governance and Accounting return and supporting accounts for approval by the Parish Council and subsequently for formal audit.
- 12 Preparation and submission of all necessary records and documents to the Council's appointed internal and external auditors, and securing the auditor's final approval.

Regular operational tasks

13. To oversee the Council's payroll, including PAYE, NI and superannuation.
14. To oversee the reconciliation of invoices against goods received; preparation of purchase invoices for payment; and production and authorisation of cheques for payment in accordance with the Council's Financial Regulations.
15. To oversee the prompt submission of VAT Return Forms or repayment claims, and loan repayments on the due date.
16. Oversee monthly bank statement checks and reconciliations of bank accounts.
17. To manage the cash flow within the budget and to control bank transfers.
18. Keep a full audit trail for all transactions.
19. Respond to queries and matters arising from invoicing of users and payment of suppliers.

Other tasks

20. To arrange for the investment, or re-investment, of the Council's monies from time to time in order best to utilise balances, whilst ensuring that sufficient monies are available to meet the day to day and special financial demands of the Council.
21. To undertake other tasks as may be required from time to time.

Working hours

This will be a home based post for which a laptop will be supplied.

The candidate will be expect to have availability to work flexibly and in particular to cover peak demand times (January: budget preparation and May: end year accounts).

Workload to be reviewed at six month point

Attendance at up to 10 evening meetings a year.

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PERSON SPECIFICATION

Criteria	Essential	Desirable
1. Qualifications and training	Minimum of GCSE grades A-C including English and Maths or equivalent Evidence of a commitment to continuing professional development	Membership of professional bodies Accountancy qualifications
2. Experience	Experience of Microsoft 365 Experience of financial software packages Setting a budget Preparation of end year accounts	Experience of working in local Government at Parish Council level Experience using Scribe accounting software Experience of accruals accounting
3. Knowledge	Knowledge of accounts and financial management	Understanding of Planning Legislation and S106 developer obligations Knowledge of VAT issues
4. Skills	Numerate Proficient with excel spreadsheets Sound written ability - able to provide textual commentary in support of figures Able to prioritise tasks Able to take accurate minutes and notes	
6. Qualities	Good at working on their own Tenacious Able to build a positive public image for the Council Remains calm when under pressure Good problem solving skills	Good oral presentation skills
5. Others	Willingness to work out of office hours by arrangement to attend Council meetings and events Availability at peak times of the year	