

**PURTON PARISH COUNCIL**

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| **Department : ADMINISTRATION** |
| **Location: COUNCIL OFFICES, Station Road, Purton, SN5 4AJ** |
| **Job title : Finance Officer** |
| **Grade/salary:**SCP 24-28 £31,099-£34,723 | **Full Time Post 37 hours per week** |
| **General Description :** |
| 1. To manage the day to day financial operation of the Council under the direction of the Clerk.
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| **Specific Duties:** |
| 1. In the absence of the Clerk, deputising as RFO including:
* managing payroll to prepare monthly salaries/payslips/bank payments
1. Preparing and submitting to Government bodies and Unitary authorities
* monthly PAYE payments to Inland Revenue
* monthly Pension payments to Wiltshire Council Pension scheme
* regular VAT Returns, and VAT Refund claims
1. Preparation of annual budgets, including financial reserves statements
2. Preparing and submitting accounts and associated information at year-end
* annual accounts in accordance with regulations laid down by NALC, the Charities Commission and the relevant Statements of Recommended Practice (SORP)
* PPC Annual Return to External Auditors with additional documentation
* Annual Return to the Charities Commission for each charity
* Financial summary information required for PPC Annual Report and the Wiltshire Council’s Council Tax information leaflet
* Revised Assets Registers for PPC and each charity
* Accounts for each Charity to the Independent Examiner, followed by ongoing liaison until the report on the annual accounts is received
1. Regular discussion with the Finance Chairman including
* briefing on financial agenda items
* overview of financial systems and status, and review of forward programmes
1. Liaison with the Internal Auditor during twice-yearly visits and as required, including actions arising from the Internal Audit reports, and draft response
2. Day to day accounting processes including
* managing supplier/customer invoices, weekly banking, bank reconciliation, petty cash
* managing bank and cash balances in order to maximise bank interest receivable.
* producing monthly Income and Expenditure reports for committee approval
* producing quarterly Budget Monitoring statements for committee information
* liaising with utilities and other suppliers on contracts and accounting queries
* preparing financial statement and information for Council and committee meetings, etc
* reviewing insurance matters including updates to the Schedule of Cover
* reviewing the PPC Financial Risk Register and preparing updates for Council approval.
* managing financial aspects of projects.
1. Collating information and managing recharges for shared income and expenditure items
* using staff timesheets for salary recharges
* using insurance policy unit cost breakdowns for insurance recharges
* using other expenditure items for recharges to outside bodies
1. General
* IT support to staff and dealing with other IT matters including sourcing and ordering of new equipment
* office cover as required
* Supervisory support to Admin Asst who is aiding financial data input to support Finance Officer due to additional work (Purton Red House)
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