

**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. | |
| **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) | |