**Keighley Town Council**

**Job Description**

**Job Title:** Finance Officer

|  |  |
| --- | --- |
| Salary Scale | SPC 5 – 10 |
| Salary | £23,500 - £25,545 pro rata |
| Pension Scheme | Local Government Pension Scheme |
| Hours Per week | 30 hours per week (Monday to Friday) The post holder must be prepared to work occasional evening and weekends, for which time will be given off in lieu. |
| Responsible to | Deputy Town Clerk |

**Place of Work:**

Office base: Keighley Civic Centre

Work will take place within the Keighley Town Council boundary (Parish). However, partnership working may involve occasional working within the Metropolitan District.

**Summary of Duties:**

To undertake purchase, sales, nominal ledger transactions and conduct regular reconciliations. To assist the Responsible Financial Officer and Deputy Town Clerk in the preparation of reports as necessary. To raise invoices for the Town Council facilities, issue monthly statements and chase overdue accounts as appropriate.

**Duties and Key Responsibilities:**

1. To maintain the nominal ledger, entering all bank receipts/payments and journal entries.
2. To manage purchase ledger transactions via BACS in line with purchase orders and the council’s financial regulations.
3. To ensure monthly invoices are raised for Town Council facilities, issue monthly statements and chase overdue accounts as appropriate.
4. To ensure sales ledger transactions are recorded and to receive and reconcile all income and undertake banking as directed.
5. To be responsible for the Town Council’s various grants programmes.
6. To ensure monthly bank credit transfer of salaries and pension, PAYE and NI contributions as calculated by the payroll providers and approved by the Town Clerk.
7. To complete monthly pension return.
8. To undertake regular reconciliations for all Town Council bank accounts, investments, and loans.
9. To ensure that the financial aspects of the Town Council’s Allotments, and Venue Hire systems are conducted appropriately and in a timely fashion.
10. Ensure that the Council’s Asset Register is maintained in a suitable manner to meet auditor’s requirements.
11. To be responsible for accurately and safely banking any cash/cheques received by the Council.
12. To assist the Town Clerk in preparing financial reports for the Council.
13. To assist the Town Clerk and Deputy Town Clerk in preparing financial reports for all committee meetings and internal officer use as required.
14. Oversee the Council’s financial planning processes and budget forecasting. Assist in the preparation of financial forecasts and long-term financial planning to support the Council's strategic goals. Collaborate with staff and council members to develop and monitor the annual budget.
15. Review and monitor the Town Council’s systems and ensure that proper checks and controls are in place. To liaise with the Town Council’s internal auditor. Carry out investigations and prepare reports on an ad hoc basis.
16. To be responsible for maintaining an accurate and up-to-date of all stock held by the Town Council.
17. To reconcile all takings against stock levels following the hiring of the bar.
18. To work with the Operations Manager to maintain the minimum stock levels required to meet the operational needs of the Council.
19. To assist the Town Clerk, Deputy Town Clerk in the preparation of the accounts for both internal and external audit and the annual governance statement in accordance with the guidelines Governance and Accountability for Smaller Authorities in England.
20. To provide information and assist in the production of the annual budget.
21. Assist the Town Clerk to devise and implement a system of risk management covering all aspects of the Town Council’s activities. Carry out an annual review of the Council’s risk management strategy.
22. To be aware of current local issues, local authority services, plans and procedures.
23. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.

**Health and Safety**

1. The post holder will work to meet the requirements of the Health and Safety at

Work Act 1974, subsequent statute, and Keighley Town Council’s Health and

Safety Policy and COSHH Regulations.

1. The post holder shall be responsible for their own conduct and be aware that they

must not do anything that could cause accidents or endanger the lives of others.

**Other**

i) The post holder is required to possess a valid driver's license for operating the council's vehicles.

ii) To maintain confidentiality of information acquired in the course of undertaking

 duties for the department.

iii) All work is carried out to be compliant with the UK General Data Protection

 Regulations (UKGDPR).

iv) The post holder will ensure they stay impartial on all Keighley Town Council matters.