



# COMBE MARTIN PARISH COUNCIL

## FINANCE OFFICER

Combe Martin Parish Council is looking to recruit a Finance Officer on the following terms:

Hours of Work : 16 hrs per week (working pattern negotiable, but dependant on the needs of the office)

NJC Pay scale : 10

Salary : £21,322 *pro rata* per annum.

Reporting to: Parish Clerk

Closing date for applications: Tuesday 11 May 2021

Interviews: Week commencing 17<sup>th</sup> May 2021

### **Main Duties & Responsibilities:**

- Maintain all accounting ledgers using RBS accounting system to include processing and payment of all supplier invoices, issuing all customer invoices ensuring prompt payment and maintaining nominal ledger providing monthly balance sheet reconciliations.
- Manage Councils bank accounts and cash position providing monthly bank reconciliations.
- Prepare annual budgets, monthly income and expenditure reports, cash flow forecasts and quarterly management accounts and forecasts as required by Council.
- Maintain Fixed Asset Register and Property Lease Schedule
- Have a good knowledge of Payroll to liaise with payroll provider
- Prepare and submit quarterly VAT returns.
- Prepare Annual Governance and Accountability Return together with required supporting documentation and manage internal and external audit process.
- Perform any other duties necessary to ensure proper management of the Councils financial affairs.
- Perform additional support activities which may be requested by the Parish Clerk/Proper Officer.

### **Essential Key Criteria:**

- At least three years work experience in accountancy or bookkeeping is required. (*A formal qualification or working towards one is desirable*).
- Minimum of GCSE (or equivalent) at C or above in English and Maths. (*ICT GCSE is desirable*).
- Experience of using financial software packages – (*Knowledge of RBS is desirable*).
- Be proficient in use of Microsoft Office Packages (Word, Excel, Power Point and Outlook).
- Experience of working with social media and websites.
- Excellent communication skills, both written and oral. A friendly, helpful and professional telephone manner.
- Ability to process large amounts of complex information and to write detailed reports and analysis.
- *Driving licence and own transport is desirable.*
- *Experience in Public Sector Finance is desirable*

Applications for this position should be made using the Parish Council's application form. An application pack is available to download on Combe Martin Parish Council's website at: [www.combemartin-pc.gov.uk](http://www.combemartin-pc.gov.uk) or can be requested via the office. The application form should be sent together with a covering letter to the Clerk via post or email.

Combe Martin Parish Council, Seacott, Cross Street, Combe Martin, Devon EX34 0DH

E mail: [Clerk@combemartin-pc.gov.uk](mailto:Clerk@combemartin-pc.gov.uk)

Tel: 01271 883403