



COMBE MARTIN

PARISH COUNCIL

Job Description and Person Specification for Finance Officer

APRIL 2021

Combe Martin is a village, civil parish and former manor on the North Devon coast about 4 miles (6.4 km) east of Ilfracombe. It is a small seaside resort with a sheltered cove on the north-west edge of the Exmoor National Park. Due to the narrowness of the valley, the village consists principally of one single long street which runs 2 miles (3.2 km) between the valley head and the sea. An electoral ward with the village name exists. The ward population at the 2011 census was 3,941.

Parish Clerk / Responsible Finance Officer (RFO)

The Parish Clerk is the Council's Responsible Finance Officer (RFO) and is responsible for all of the financial records of the Parish Council and for the careful administration of its finances.

*The **Finance Officer** will report to the clerk and will be delegated specific responsibilities in order to facilitate the clerk achieving their financial obligations.*

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

Post: Finance Officer

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

Accountable To: Combe Martin Parish Council.

Responsible to: The Parish Clerk

Based at: Seacott, Cross Street, Combe Martin, North Devon, EX34 0DH.

.General Overview of the Financial Processes / Requirements.

- *To ensure that legal, statutory and other provisions governing or affecting the running of the Parish Council are observed and adhered to.*
- *To monitor and balance the Parish Council's accounts and prepare records for audit purposes, to include, VAT, annual budget, draft financial statements, monthly / quarterly management accounts, and cash flow forecasts.*
- *To operate the Parish Council's banking and investment deposit facilities.*
- *To ensure that the Parish Council's obligations to insure are properly met.*
- *To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met.*
- *To issue invoices on behalf of the Parish Council for goods and services to ensure payment is received.*
- *To maintain the Fixed Asset Register and Property Lease Schedule and review annually.*
- *To manage the finances of the Parish Council's car parks / permits and any premises / facilities owned or operated by the Parish Council, in accordance with directions or policies of the Parish Council.*
- *To ensure appropriate contracts and leases are effective to protect the Council's position in terms of its finances and the expectations of other parties.*
- *To be responsible as an employee under the Health and Safety at Work Act for his / her own safety at work and take reasonable care for his / her own safety and any other persons who may be affected by his / her acts or omissions at work.*
- *To observe the requirements of the data Protection Act 1999, General Data Protection Regulations 2018 and Freedom of Information Act 2000 and to deal with all requests arising under these statutes for disclosure of personal data and / or information.*
- *To update the Parish Council's website with financial information*

Person Specification

Desirable.

- *Experience / qualification in local government administration.*
- *ICT GCSE.*
- *Driving licence and own transport.*
- *Formal qualification in accounts/book keeping or working towards one.*

Essential.

- *At least three years' work experience in accountancy or book keeping is required.*
- *A good standard of general education, including a minimum C grade at GCSE (or equivalent) in English and Maths.*
- *Experience / qualification re use of financial software packages such as RBS, SIMS or Sage.*

- *A thorough understanding of current IT systems for the running of a modern office (Microsoft Office packages, Word, Excel, Power Point and Outlook) and experience of working with social media and websites.*
- *Experience of finance management: preparing financial statements, bookkeeping, preparing cash flows and budgets*
- *Excellent communication skills, both written and oral. A friendly, helpful and professional telephone manner.*
- *Ability to interpret and process large amounts of complex information and to write detailed reports and analysis.*

Personal Attributes.

- *Self-motivated, able to work under own initiative to manage workload.*
- *Set a good example in terms of dress and appearance, punctuality and attendance.*
- *Able to prioritise and consider time effectiveness to adhere to deadlines.*
- *A strategic thinker and planner.*
- *Able to enjoy the benefits and challenges of working with a small team.*
- *Ability to be flexible, able to adapt to changing workloads.*
- *Be personable, a team player.*
- *Be trustworthy, discreet, and reliable and have a good sense of humour.*
- *Able to commit to continuous self-development / improvement.*
- *Able to maintain confidentiality.*

Physical, Mental and Emotional Effort Guidance.

Physical effort

There is a frequent requirement for sitting in a restricted position for a substantial proportion of the working time as the post holder will spend a large proportion of the working day on the computer.

Mental Effort

There is a frequent requirement for prolonged concentration in the preparation of accounts, quality assurance of payroll data, and preparation of financial reports.

Emotional Effort

Exposure to distressing or emotional circumstances is rare, and is only likely to occur due to incidental contact with a parishioner coming to the office counter.

Physical Working Conditions

Exposure to unpleasant working conditions or hazards is rare / unknown.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your

employment you may be required to undertake flexible hours of work as may reasonably be required, commensurate with your general level of responsibility within the Parish Council office.

Our working premises are no smoking areas.

**Combe Martin Parish Council, Seacott, Cross Street, Combe Martin, North Devon,
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