

## Job Description

Job title:	Finance Assistant	Date reviewed: April 2026
Salary:	SCP 19-23 (circa £32,000–£34,000+ per annum) pro-rata for part-time	
Hours:	28-37 hours per week (negotiable part-time or full-time) Monday to Friday (negotiable for part-time, minimum 4 days per week) <i>Occasional additional hours may be required for evening or weekend events. These additional hours are to be taken as time off in-lieu, or overtime in exceptional circumstances and with the written consent of your line manager.</i>	
Responsible to:	Clerk to the Council	
Job objective:	Assist the Clerk in ensuring all financial procedures are in line with regulation and legal requirements including accounts, taxation, audit preparation, payroll and annual report. Assist in HR record keeping and onboarding procedures.	

### Main duties and responsibilities:

To assist the Clerk in dealing with all financial duties relating to the council including:

1. Monitor and report monthly income and expenditure and bank reconciliation, as well as prepare financial reports as required by Council using software provided.
2. Prepare annual accounts and balance sheet for audit.
3. Monitor and report on the annual budget and assist in entering annual budget data.
4. Reconcile invoices for authorisation and ensure accurate record transactions in software provided.
5. Assist in maintaining and creating efficient financial systems and updating as needed.
6. Prepare and action VAT returns.
7. Prepare and record sales, booking invoices, process payments.
8. Report on car park ticket machine data and reconciliation.
9. Receive and reconcile contractor invoices.
10. Track purchase orders, invoices and GRNs.
11. Carry out credit control for Council's debtors, monitoring BACS transactions and issue receipts.
12. Assist in providing information for payroll and pensions.
13. Assist in online PAYE and NI Annual Return for staff.
14. Assist in digitising paper records and destroying records within the appropriate timescales using confidential waste procedures.
15. Assist in HR activities, such as DBS and reference checks, onboarding paperwork and digitising of HR files, holiday and leave entitlement and tracking for staff.
16. Maintain and renew contracts and ensure data on contracts is correct.
17. Assist with changes in mandates for savings and bank accounts when necessary.
18. Gather quotes from suppliers and assisting with project budgets.

### Miscellaneous

1. Adhere to STC policies and procedures.
2. Help at events (Christmas, Remembrance and Annual meeting) out of normal office hours as required.
3. Support staff in assisting the public and Council with queries.
4. All other reasonable duties of a like nature as required or directed by the Clerk.