

Eastwood Town Council**Job Description****Financial & General Assistant to the Town Clerk**

Overall Responsibilities

The Financial Assistant to Eastwood Town Council will assist the Town Clerk with financial management on behalf of the Town Council, in accordance with statutory provisions and the Council's governing principles, policies, priorities and decisions as set by the Town Council (15 Councillors).

Role

- is expected to undertake training as required to understand overall policies to be followed in respect of the Authority's financial regulations, management and controls.
- will assist the Town Clerk to provide effective financial management of all Council resources in accordance with the financial regulations.
- will be responsible for maintaining regular financial reports for Council and to assist with the preparation of budgets, financial risk assessments, financial reports to Council, internal and external audits.
- To provide cover of the Town Council offices as and when required.

Specific Responsibilities

1. To provide financial assistance to the Town Clerk in management of the budgeting in accordance with the powers and policies of the Council.
2. To support the procurement of goods and services as specified by the Council including
 - a. to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
 - b. to issue invoices on behalf of the Council for goods and services and to ensure payment is received

3. Responsibility for regular issuing of invoices to hirers, banking and reconciliations of all income and expenditure on a weekly basis for report to Council.
4. Awareness of statutory and other provisions including the Council's Standing Orders and financial regulations including:
 - a. Assistance to the Town Clerk for preparation of annual budget and insurance reviews.
 - b. To report of spend against the budget in accordance with the financial regulations.
 - c. To assist the Town Clerk in effective system of financial controls.
 - d. To prepare VAT documentation.
 - e. To undertake duties to assist in the management of income and expenditure relating to the Council allotment gardens (two sites).
 - f. To undertake duties to assist with management of the Eastwood Town Garden Service.
 - g. To assist the Town Clerk in preparation and maintenance of annual accounts and returns in accordance with the financial regulations and statutory requirements.
 - h. To attend Policies & Finance Committee meetings of the Council. To attend working groups at the request of the Chair of such group and the Chairman of the Council.
 - i. To maintain effective arrangements and manage services for banking and insurance.
 - j. Willing to undertaken training courses associated with the role.
5. To carry out any other duty as required by the Council/Town Clerk.

Person Specification June 2022

	Essential	Desirable
Education and knowledge	<p>A good standard of education –five GCSE’s or equivalent, including English and Maths, Grade C or above.</p> <p>Relevant finance, accounting or business experience or qualifications.</p> <p>Understanding of the roles Town & Parish Councils.</p>	<p>Relevant financial work experience or qualification</p> <p>Working knowledge of local government finance and the Accounts and Audit Regulations.</p>
Experience	<p>Some experience preparing accounts, statements and returns for audit</p> <p>Experience of using computerised accounting systems.</p>	<p>Previous local government experience or experience of governance arrangements such as agenda preparation and minute taking.</p>
Skills, and abilities	<p>Ability to communicate clearly and present clear, concise written reports</p> <p>Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges.</p> <p>Ability to anticipate problems and present solutions with a positive attitude</p> <p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p>	<p>The ability to establish and maintain good relationships with Councillors, colleagues and members of the public.</p> <p>Ability to communicate using online resources such as websites and social media</p>