

Role Profile

Role Title:	Finance Assistant
Department:	Operations
Reporting To:	RFO and Operations Manager
Hours:	20 hours per week, over 5 days (working pattern to be agreed)
Salary Range:	SPC 5–10 (FTE £18,795 - £20,751) Pro-rata actual; £10,159.45 - £11,216.75

Overview

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 14,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

Working in the Operations department you will be responsible for aiding the day to day management of all processes and policies, working in conjunction with the RFO and Bookings officer to ensure compliant accounts, reporting and processes. You will be part of an internal team who are responsible for maintaining the overall efficiency and operational functionality of the Council.

We are looking for a new member of our team with a thorough, professional approach to work, and confidentiality, who has a passion for numbers, accuracy and skills in calculating figures which is vital, as is consistent attention to detail. With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

Key Duties

Your key duties, are including but not limited to the following:

- Carry out general administration duties in line with WCC policies, procedures and processes. (Supporting RFO, meeting and greeting, post, email and telephone enquiries, etc.)
- Staff the reception desk when necessary, managing visitors (signing in etc.)
- Carry out routine and ad hoc duties to support the collection, updating and monitoring of data as directed by liaising with other Officers, ensuring correct use of systems and databases.
- Respond to regular and ad hoc requests for information, reports and budget management, to inform decision making.
- Managing the procurement process for day to day spending (i.e. ordering, paying for and managing organisational credit accounts with suppliers)
- Provide a bookkeeping service, liaising with the RFO and auditor as required
- Provide regular financial management information reports for the RFO, Council Manager and Council Members/Committees
- Supports the RFO in the development of projects with budgeting financial plans
- Supports the ongoing management of projects with financial and other reporting

- Supports the RFO in data inputting and finance systems, monitoring invoices, making payments and ensuring accurate and timely responses to finance queries.
- Bank reconciliation and monthly print out of relevant reports Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.
- Keeping the finance files up to date and efficient
- Understanding of and ability to use online banking systems
- Assisting with internal and external audits
- To comply with all policies, procedures, programmes and projects determined by Council or Committees.
- To take reasonable care of the health and safety of yourself and others.
- Any other reasonable duties, as requested by your Line Manager.

Person Specification

Essential

- Basic knowledge of financial systems
- Experience in financial accounts (e.g. reconciliations, monthly reporting, budget management, etc.)
- Intermediate IT skills (knowledge of Microsoft Office suite)
- Ability to work both independently and as part of a team
- Working with spreadsheets, sales and purchase ledgers and journals.
- Ability to be discreet, diplomatic, reliable and trustworthy.
- Effective prioritising and communication
- Multitasking and initiative

Desirable

- Previous experience within the local government sector
- Experience of using RBS / Omega accounting software

In return we offer:

- We are a Living Wage employer and offer a competitive salary range.
- We offer flexible working options
- We are a Mindful employer, supporting positive mental health and wellbeing
- We encourage access to training and development opportunities, with excellent levels of support and a focus on professional development
- We offer a 'Bike to work' loan scheme, providing tax free loans for bikes and cycling equipment
- We offer an excellent Local Government pension scheme, good levels of annual leave and excellent terms and conditions (including annual incremental pay rises, sick pay, dependents leave, etc..)