

# WINNERSH PARISH COUNCIL

## JOB DESCRIPTION

### **Job Title: Finance Officer & Assistant Clerk**

**(Part-Time 16 hours per week) £9,785 per annum**

1) **Finance / Accounts**

- Issue invoices to regular and casual hirers in accordance with the Councils Financial Standing Orders.
- Process cheques and cash and ensure they are banked promptly.
- Produce a monthly schedule of payments for authorisation by Full Council.
- Carry out bank and petty cash reconciliation on a monthly basis.
- Produce quarterly accounts for presentation to Finance & General Purposes Committee and Full Council.
- Assist the Clerk with the annual internal and external audits.
- Produce other financial management reports as required.

2) **Payroll**

- Manage the SAGE online payroll ensuring that hours worked, overtime payments and changes to individual details/circumstances are processed promptly.
- Maintain the annual leave, sickness and training records for all staff.

3) **Purchasing/supplies**

- In liaison with staff/caretakers purchase all equipment and supplies necessary for the effective running of the council's facilities and services.

4) **Committee administration**

- Attend and clerk the monthly Planning and Transport Committee meetings.
- Set up the room to include IT equipment (laptop and projector).
- Produce the agenda and minutes of the meetings.
- Inform Wokingham Borough Council of any comments or objections made by the Planning and Transport Committee.
- Provide support for the Annual Council Meeting including preparations for setting up the room and refreshments as required.
- Occasionally attend and clerk other council meetings when required by the Clerk.

5) **Project administration**

- Provide project management support to the Clerk using a suitable software package.

6) **Asset register**

- Maintain the council's asset register.

7) **Policy documents**

- Review and maintain policy and procedure documents in accordance with Council decisions and legislation.

- 8) **Deputise for the Parish Clerk and Community Engagement and Lettings Officer**
  - Carry out tasks that may reasonably be required including attending council meetings.
- 9) **General Data Protection Regulations (GDPR)**
  - To review and keep personal data secure and ensure that where it is necessary to hold personal data that it is used, shared and stored in accordance with the GDPR.
- 10) **Carry out any other duties commensurate with the role.**



Personal Qualities	<ul style="list-style-type: none"> <li>▪ Excellent face to face communication and telephone manner</li> <li>▪ Well organised</li> <li>▪ Flexible and able to multi-task</li> <li>▪ A willingness to learn and take responsibility for own personal development</li> <li>▪ Collaborative working style</li> <li>▪ Pro-active and innovative approach to work</li> </ul>		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
Other	<ul style="list-style-type: none"> <li>▪ Willingness to work flexible and unsocial hours</li> </ul>		<p style="text-align: center;">✓</p>