

BRAUNSTONE TOWN COUNCIL
JOB DESCRIPTION

JOB TITLE: Finance Assistant and Receptionist

GRADE: NJC Scale 12 – 15

RESPONSIBLE TO: Resources & Facilities Manager

RESPONSIBLE FOR: N/A.

PURPOSE OF JOB:

1. To be responsible for the day to day administration of the financial affairs of the Council in accordance with the Council's Standing Orders and Financial Regulations.
2. To support the services provided by the Council's Receptions and Community Facilities by assisting and advising customers, logging enquiries, administering bookings and taking payments.

KEY RELATIONSHIPS: Customers, suppliers, hirers, service users, partner organisations, community groups, Council Managers, colleagues.

MAIN DUTIES:

1. To be responsible for the day to day operation of the Council's financial affairs, in accordance with procedures; including:
 - a) ensuring that all money due to the Council is billed and collected promptly;
 - b) ensuring the prompt payment of creditors following certification for payment.;
 - c) verifying and processing of orders, invoices and payments in accordance with agreed procedures;
 - d) verify, code and enter (i.e. allocate to income and expenditure headings) receipts and payments,
 - e) recording receipts and payments from summary sheets, credit card receipts and payments and bank statements;
 - f) administering and controlling payments by BACS, cheque, direct debit and internet banking;
 - g) dealing with the Council's Banks, customers and suppliers;
 - h) setting up suppliers and creditors for payment by internet banking; and
 - i) managing the Credit/Debit Card facilities/machines.
2. To bank regularly all money received by the Council; including
 - a) completing Cash/Receipts Summary Sheets;
 - b) preparing bank paying-in slips; and
 - c) ensuring all monies are adequately prepared for collection by security personnel.
3. To ensure that financial records (both computer and hard copy) are maintained and updated as required. To produce records and reports for the Council and internal and external audit in accordance with the regulations.
4. To operate the Council's computerised accounts system, including liaising with the software provider.
5. To maintain and update the Council's Asset Register.
6. To monitor cash flow and process bank transfers and investments.
7. To assist with the processing of the payroll, including payment of tax, national insurance and sums due to the pension authority and preparing and forwarding reports to the appropriate authorities each month.

22nd April 2021

8. To administer and process Petty Cash and incidental expenses payments.
9. To receive cash and process debit/credit/on-line payments for services, including:
 - a) receiving and recording payments made to the Council's Service Desks, in accordance with laid down procedures and proper security measures;
 - b) ensuring that bookings and cash receipts are entered onto the Facilities system;
 - c) collecting outstanding payments; and
 - d) ensuring the safe deposit of all monies remaining at the Council's Service Desks at the end of each working day.
10. To assist in providing a reception/enquiry desk service at service locations across Braunstone Town on a rotational basis by
 - a) acting as the first point of contact, principally dealing with face to face and telephone enquiries;
 - b) resolving a wide range of customer enquiries in a professional, efficient and sensitive manner;
 - c) assisting and advising customers, providing information on services and logging enquiries for further action and response; and
 - d) providing accurate information, advice and assistance.
11. To ensure that the needs of hirers and users are met and a high standard of customer service is provided at the Council's Facilities across Braunstone Town on a rotational basis by:
 - a) greeting visitors, recording a group/hirer's presence, directing visitors to appropriate rooms and ensuring that their needs are met, and
 - b) showing potential hirers around the Council's premises and advising them on hiring and room layout options.
12. To ensure the safety and security of users and occupants by:
 - a) evacuating the building/premises in the event of fire or other emergency,
 - b) complying and ensuring compliance with the law and regulations, Health & Safety, Town Council Policies and terms and conditions of hire, and
 - c) providing access to first aid, calling for emergency help and facilitating access to the emergency services when required.
13. To positively promote the Council's Corporate Complaints procedure and assist customers as appropriate in accordance with procedures.
14. To attend occasional staff meetings/training sessions as necessary, which may be out of normal working hours and/or at other establishments as required.
15. To provide cover for colleagues in the Service/Team and undertake any other reasonable duties that may be required by your Line Manager.

SALARY/TERMS OF EMPLOYMENT :

Employed within a salary scale which covers NJC Spinal Column Point Range 12 - 15)
20 hours per week over four or five days (to be worked by mutual agreement)

All other terms and conditions in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). The employment will be subject to a probationary period of six months' satisfactory service. Payment of salary by bankers transfer - monthly in arrears.

Braunstone Town Council is an Equal Opportunities Employer

22nd April 2021

FINANCE ASSISTANT & RECEPTIONIST			
KEY JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING MECHANISM
QUALIFICATIONS			
Good general education	✓		Application Form
GCSE or equivalent Maths & English language	✓		Application Form
A Level (or equivalent) Maths or Finance & Accounting qualification		✓	Application Form
EXPERIENCE			
Financial processes, accounting and bookkeeping	✓		Application Form
Working with people or with the general public in a customer services environment	✓		Application Form
Cash handling within a work environment		✓	Application Form
KNOWLEDGE			
Knowledge of computerised accounting systems and principles of bookkeeping	✓		Application Form
Knowledge of PAYE and use of SAGE		✓	Application Form/Interview
Knowledge of health and safety, data protection and equal opportunities requirements in a public service/customer focused environment	✓		Interview
SKILLS			
Keyboard and IT skills, including good working knowledge of Microsoft Office applications (Including Excel).	✓		Interview (applicant will be asked to undertake practical exercise)
Excellent communication and language skills – both written and verbal	✓		
PERSONAL QUALITIES			
Willingness for continuous learning, including the use of the Council's relevant finance, payroll and enquiries computer packages	✓		Interview
Ability to fit into a committed and customer focused team	✓		Interview
An accurate and methodical approach to work and ability to follow established procedures	✓		Interview
Ability to prioritise work within recognised procedures	✓		Interview
Ability to maintain confidentiality	✓		Interview
OTHERS			
Willingness to work at any of the Town Council's Premises.	✓		Interview