

Frome Town Council
Job description
Business & Finance Officer (maternity cover)

This is a full-time position to cover maternity leave starting as soon as possible for a minimum of 15 months.

Grade: 5 SCP 21 - 24 £32,115 - £34,314 (2024/25)

Hours of Work: 37-hour week (negotiable & flexible)

Leave Entitlement: 25 days per annum (inclusive of 2 extra statutory days), plus public holidays

Responsible to: Business Manager & Responsible Finance Officer

Staff responsibilities: Supervision of Business Administrator's duties and Front Desk/Business Team meetings

Purpose of the role

To carry out the daily, weekly and monthly bookkeeping for the organisation including all reconciliations and reports to Trial Balance. To work alongside the Business Manager/Responsible Finance Officer considering strategically the review, development and maintenance of all aspects of the Council's administrative, business and financial activities

Key responsibilities

- To co-ordinate the day to day financial processes of the Council in accordance with the Accounts and Audit Regulations 2015 and the Council's Financial Regulations, using Xero, Approval Max, Excel, Staffology and other software from time to time (training will be provided as necessary)
- To manage the Council's payroll and pension submissions (subject to experience – may be contracted out)
- To monitor and reinforce financial standards and processes across the Council's departments
- To be responsible for the relevance and accuracy of the documented Internal Controls
- To manage the insurance arrangements for the council
- To maintain the asset & risk registers of the council

Main key tasks

- Ensuring all ledgers (Nominal, Sales & Purchase) are promptly and accurately maintained, reconciled and reported on in readiness for internal and external audits.

- Carry out (or delegate to and supervise suitably trained staff) all the Council's other bookkeeping activities (list of bookkeeping activities appended to this JD)
- Review, monitor and renegotiate as necessary financial contracts relating to services, office supplies and purchases under the remit of business, administration and finance, and elsewhere within the Council's activities as required.
- Plan cash reserves movement to ensure adequate sums are available for weekly and monthly payments
- Set up payments as required providing appropriate detail for authorisation by signatories
- Liaison with appointed Cllrs for regular review and approval processes as required by the Financial Regulations
- Maintain the mandates as needed across the Council's bank accounts
- Reporting at the Oversight Committee & Council as required
- Managing and processing the Council's monthly payroll

General tasks:

- Assist the Business Manager/RFO in the oversight of all the Council's financial matters and activities, with regard to the Financial Regulations and Internal Controls
- Support the organisation generally by providing reports/analysis as requested (where possible)
- Assist where needed in the running of the Council

General

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times, when colleagues are absent or during periods of seasonal or high workloads, for instance, you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role

Staff are required to be aware of the Council's performance and endeavour to maintain this high standard

To take part in the appraisal process and be responsible for personal development and to undertake identified training

The post holder has personal responsibility for safety in accordance with Health and Safety legislation and Council policies

The post holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely

All staff are required to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional policies, including the Staff Handbook

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

This position is office based and involves liaising with colleagues both within and outside the Council. There is limited travel involved.

Business & Finance Officer (maternity cover) – list of activities (not limited to) at March 2025

List of included tasks to be carried out or delegated and supervised by the Business & Finance Officer include but are not limited to:

- Input purchase orders and purchase invoices
- Questioning purchase orders and invoices when required
- Remind staff of processes stated in the Financial Regulations
- Raise BACS schedules for invoices to be authorised by the RFO or Town Clerk for payment
- Raise sales ledger invoices including those generated from the meeting room booking system and quarterly invoice for electricity generated from PV panels
- Administer the Office & Rangers Petty Cash, taking responsibility for all receipts and payments
- Enter the Discover Frome and Town Hall income by creating a journal from the Sum Up information
- Enter the Ticket Tailor and online ticket receipts and account for VAT if applicable
- Maintain the over £500 payments schedule for Council Matters approval and upload payments over £100 to the website
- Draft Oversight Committee reports – income and expenditure highlights, assets and liabilities
- Present finance reports to the Oversight Committee twice a year or as required
- Reconcile monthly bank and credit card statements
- Reconcile and produce month end accounts reports
- Keeping an eye on income and expenditure sheet and raise with RFO when budgets are close to overspending
- Collate year end information on a spreadsheet including prepayments, accruals and new EMRs
- Close down Xero year end and use reversing journals where appropriate
- Preparation of documents and liaison with auditors for quarterly Internal Audit
- Reconcile the quarterly VAT returns and submit to HMRC
- Maintain and update the Council's asset register
- Calculate payroll alterations
- Asking for maternity/paternity forms
- Payroll – calculate and input monthly staff salaries using Staffology payroll software
- Close down payroll year end and issue P60s

- Update Tax codes for staff with HMRC instruction send RTI and EPS to HMRC monthly
- Calculate associated salary payments and submit to HMRC and pension providers
- Sending pension information monthly to pension scheme and answering any queries they may have
- Pension year end information providing calculations for 50/50 and change of contracts for different working hours
- Office for National Statistics forms as requested
- Calculate holiday allowances for all staff
- Leave planner admin e.g. updating work patterns
- Town Hall gas and electricity quotes
- Assist RFO with mobile contracts
- Insurance admin e.g. quotes for renewals and claims

Person Specification
Business & Finance Officer (maternity cover)

Qualifications – essential

AAT Level 4 or equivalent by experience

Knowledge and skills - essential

- An aptitude for finance
- Attention to detail
- Excellent verbal and written communication skills
- Excellent IT literacy including Microsoft Office
- Ability to plan ahead and meet deadlines
- Commitment to produce good quality and accurate work
- Ability to set up and maintain administrative systems
- Ability to work on own initiative as well as part of a team
- Commitment to respect confidentiality of the Council and that legal guidelines are observed

Knowledge and skills – desirable

- Familiarity and/or expertise in payroll and pensions

Personal attributes – essential

- A positive, flexible, adaptable approach to work and ‘can do’ disposition
- Excellent organisational skills
- Commitment to achievement of agreed objectives – methodical and organised
- Commitment to personal development and willingness to undertake training
- Willingness to work some evenings and weekends