



Job Title:	Finance and Administration Assistant
Department:	Office
Salary:	£20,344—£25,295 pro rata
Reports To:	Town Clerk

Job Purpose:

The vacancy is for a period of a minimum of 12 months, 30-37 hours for the right candidate with possible flexitime.

The successful candidate will be a key element to ensure the Council's financial systems run smoothly and efficiently.

To work at all times within the Code of Conduct, policies and procedures of the Council.

Responsibilities:

- To manage aspects of the Council's finances and be responsible for office administration.
- Supporting the Town Clerk in ensuring the smooth running of the Council's financial systems.
- Ensuring crucial deadlines are met including payment dates, VAT returns and Month End reporting.
- To have an understanding of payroll to assist in approving monthly payroll obligations.
- To manage credit control.
- Finance data input and generating reports when required.
- Managing the overall finance system ensuring the appropriate checks are in place.
- Support the Town Clerk with Year End.
- Management of the utilities across all BTC sites.
- To assist with general office duties as required including accurate word processing, report writing, e-mail and diary management.
- To answer general enquiries by telephone, e-mail, correspondence and in person; providing accurate and timely information as necessary.
- As necessary to meet and greet people arriving at the reception desk.
- As necessary to assist with the management of hall bookings, synthetic and grass pitch lettings including maintenance of the Council diary, raising invoices as appropriate.
- To maintain confidentiality in relation to all staff and service user documentation to comply with the Data Protection Act.

Responsibilities:

- All tasks are completed well and all deadlines met.
- Financial systems are managed to the highest standard.
- Manage and prioritise work loads and/or deadlines.
- Legal or health and safety requirements met.
- No breaches of the Code of Conduct.

Knowledge, Skills & Experience:

Essential

- Ability to follow written and verbal instructions.
- Excellent IT skills.
- Knowledge of Microsoft computer packages.
- Excellent organisational and communication skills.
- Ability to react appropriately in changing situations.
- Previous experience in an accounts based roles.
- Positive attitude.
- Committed to attention to detail.

Desirable

- Knowledge of Council related operations.
- Knowledge of RBS Omega Suite/ Sage

Sites, Buildings, Equipment and Health and Safety:

To work with other Council staff to ensure the maintenance of a clean and safe environment for staff and visitors, ensuring all appropriate Health and Safety guidelines are adhered to in accordance with Council Health and Safety policy.
To ensure health and safety in relation to Brooke House offices and meeting rooms.
To ensure items requiring maintenance / repair are promptly referred to the appropriate person.

Note:

No job description can cover every issue which may arise within the job and it should be noted that the above list of main duties and responsibilities is not an exhaustive statement of the final duties of the post. The post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This Job Description is intended to give an overall view of the position and should be taken as guidance only.

How to Apply:

To apply please complete the application and equal opportunity forms and send to: enquiries@bracknelltowncouncil.gov.uk or Brooke House, 54 High Street, Bracknell, RG12 1LL.
Please note CV's on their own will not be accepted.

Forms can be obtained from our website:
www.bracknelltowncouncil.gov.uk or email enquiries@bracknelltowncouncil.gov.uk

Closing Date: Midnight on 25.01.19
Interview process will take place: 28.01.19 - 01.02.19

