

**BLYTH TOWN COUNCIL**

**JOB DESCRIPTION**

Main Terms and Conditions of Service

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| **Job Title** | Finance and Administrative Assistant |
| **Employer** | Blyth Town Council |
| **Place of Work** | Based in Blyth Town Council offices, Arms Evertyne House, Quay Road, Blyth, Northumberland, NE24 2AS |
| **Responsible to** | Office Manager |
| **Salary** | NCJ LC 7-12 (£20,444-£22,571) (pro rata) |
| **Hours of Work** | Part Time (15 hours per week) |
| **Holidays** | 25 days per annum + bank holidays + 2 extra statutory days (pro rata)  Annual leave must be used for the period between Christmas and New Year (when the Council Offices will be closed) |
| **Travel & Mobility** | The post holder may need to travel to other locations both within and outside the Town as appropriate to the range of duties and responsibilities of the post. Transport costs will be reimbursed upon the presentation of valid receipts and authorised use of own vehicle will be reimbursed in accordance with the NJC casual car mileage allowance. |
| **Training & Qualifications** | The post holder will be expected to hold relevant qualifications (see detailed Job Description). |
| **Probationary Period** | 6 months from employment start date. |
| **Notice of Termination of Employment** | The period of notice of termination by either party is 4 weeks. |

Job Purpose

The post holder will be assisting the Office Manager in general administration and the keeping of relevant accounts, cash books, bank reconciliations, budget and other accounting records as required by the Town Clerk. The postholder will have online access to the Town Council's bank account and handle cash and cheques.

The post holder will also assist in the ordering of goods and services and for processing payments for those goods and services in accordance with the Council’s Financial Regulations and Standing Orders. The postholder will assist in providing information to assist councillors and other officers for the monitoring of budgets as well as preparing records, under the supervision of the Office Manager for the annual return/external audit and information for the Internal Auditor.

The post holder will be expected to carry out a variety of administrative tasks not detailed above to assist the Office Manager.

Specific Duties & Responsibilities

* Under the direct supervision of the Office manager to maintain the Council’s Excel based accounting system together with other associated financial records.
* Under the direct supervision of the Office Manager to complete the Council’s VAT claim that will be submitted to HMRC.
* As directed by the Office Manager to provide management information to Members, the Town Clerk and other Officers to enable timely and accurate budget management within the Council and to enable the Council to make strategic financial decisions.
* Jointly, with the Office Manager and General Services Officer to monitor and maintain an up to date database of the Council’s assets.
* To issue orders for goods and services and arrange payments for those goods and services in accordance with the Council’s Financial Regulations and Standing Orders.
* Have online access to the Council's bank account in order to prepare payments and inform the Office Manager of the total amounts for payment in order that balances can be monitored to ensure enough funds are available to cover expected payments.
* Provide a weekly bank reconciliation between the Council’s income and expenditure records and the bank statements and submit this to the Office Manager.
* Provide any records and information requested by the Internal Auditor.
* Assist in developing and maintaining a central filing system for both electronic and hard copy-based information.
* Assist the Office manager when requested in the community grant process.
* Assist in preparing copy for the Town Council’s newsletter.
* Assist with general reception tasks when required, i.e. answering the telephone, enquiries in person, dealing with the post.
* Assist as required in preparing the Council Chamber for meetings and bookings.
* Any other tasks commensurate with the role.

**Person Specification – Office Manager**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * 5 GCSE’s at Grade C or above, including English and Maths * Relevant certificates in ICT skills, especially Microsoft Excel spreadsheet systems | Bookkeeping or accountancy certificate. | Certificates and other evidence based information |
| **Experience** | * Extensive experience of application of Microsoft systems * Financial management of information and bookkeeping skills and experience * Management of financial systems * Extensive administrative experience | Previous similar experience in local government or a commercial or charitable organisation | Application form  Pre-employment checks  References  Interview |
| **Skills/knowledge** | * Good written, oral and numeracy skills * Proficient ICT skills * Able to engage with Members, other staff and the public |  | Application form  Pre-employment checks  References  Interview  Appraisal |
| **Personal Qualities** | * Willingness to work in a team environment * Ability to work with limited supervision * Outgoing personality, able to mix with all types of individual at all levels * Proactive approach and achievement orientated * Always promotes the Council in a positive manner * Displays and encourages high standards of honesty, integrity, openness and respect for others * Creates value |  | Application form  Selection process  Pre-employment checks  References  Interview  Appraisal |