

UCKFIELD TOWN COUNCIL

POST TITLE:	Finance Administrator
DEPARTMENT:	Office
HOURS:	Full-time permanent position (Monday to Friday - 37.0 hours)
PURPOSE OF JOB:	To provide assistance to the Assistant Town Clerk & RFO with day to day financial duties and administration of Uckfield Town Council
PLACE OF WORK:	Civic Centre, Uckfield
REPORTS TO:	Assistant Town Clerk & RFO

JOB SUMMARY

Reporting directly to the Assistant Town Clerk & RFO, your primary role will be to support the finance and administrative functions of the Town Council office, and to ensure the completion of our day to day financial processes.

In particular, this role will focus on purchase ledger accounts; processing purchases and receipts, daily transactions, recording changes to suppliers and preparing fortnightly supplier BAC payment runs.

The role will also provide administrative support within the office to respond to customer and resident enquiries relating to our grounds and buildings.

KEY RESPONSIBILITIES

1. Day to day financial processes:-

To support the Assistant Town Clerk with the council's day to day financial processes:

- Inputting of daily banking and daily transactions on the Town Council's finance system (Sage);
- Contribute to the month end process; ensuring transactions are inputted in a timely manner and basic reconciliations are undertaken, such as the monthly petty cash and credit card reconciliations;
- Preparing CSV spreadsheets of payments over £250 each month for inclusion on the Town Council website;
- Processing fuel card receipts for Grounds vehicles;

- Be a point of contact within the office for general finance-based enquiries, relating to suppliers and customers;

2. Accounts payable (purchase ledger)

To prepare all purchase and supplier payments, by:

- Entering all supplier invoices into Sage, and ensuring purchases have been goods receipted, purchase orders are in place and accurately matched, and invoices are coded and filed accordingly;
- Updating any change in supplier details and maintaining a clear procedures for the naming of new suppliers;
- Preparing the paperwork for the dual authorisation of payments, and supporting the Assistant Town Clerk with the accurate completion of fortnightly supplier payment runs;

3. Accounts receivable (sales ledger)

To assist the Assistant Town Clerk, with credit control, by:

- Supporting the administrative team with the raising of sales invoices;
- Updating customer receipts on Sage with details of the payment received;
- Creating a frequent schedule for chasing debtors, and aged debtors;

4. Office administration

To assist the Administrative function, with day to day enquiries, and cover for holiday or sickness. This will include:

- Handling booking enquiries for the Town Council's buildings, sports pitches, and open spaces, ensuring records are maintained on the Town Council's booking system, booking forms are processed and weekly reports for the caretaking, grounds and cleaning staff are created;
- Handling enquiries from members of the public or visitors to the Civic Centre when they visit the Town Council office, be on hand to deal with telephone calls which can vary in their nature (including enquiries relating to room hire, event enquiries and ticket purchases within the Civic Centre and general enquiries relating to the town, whether it be something the Town Council is responsible for, or another agency);

5. Under the health and safety guidelines issued by the Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council;

6. To adhere to the corporate procedures of the Town Council at all time.

PERSON SPECIFICATION: FINANCE ADMINISTRATOR

	Essential Criteria	Desirable Criteria
Education and Qualifications	<p>GCSE grade A – C in English and Maths;</p> <p>Basic bookkeeping/ Understanding of purchase ledger (orders and invoicing), and sales ledger;</p>	<p>Bookkeeping qualification</p> <p>A minimum of three years experience in working in purchase ledger/sales ledger or both</p>
Experience	<p>Experience of completing an organisation's day to day financial processes – inputting daily transactions and banking would be advantageous;</p> <p>Experience of purchase ledger (processing of supplier invoices);</p> <p>Experience of sales ledger (preparing customer invoices, and assisting with credit control);</p> <p>Previous office/administrative experience;</p> <p>Substantial experience of working with the public and displaying a good level of customer care;</p>	<p>Experience of working for a parish or town council.</p> <p>Experience of working in local government or a public sector organisation.</p> <p>Experience of using SAGE accounts.</p>
Key Skills and Abilities	<p>Practical working knowledge of Microsoft Office packages including Outlook, Word, Excel and Powerpoint;</p> <p>A high standard of numeracy and literacy;</p> <p>Excellent organisation skills with the ability to prioritise workloads and work to strict deadlines;</p> <p>Good attention to detail and able to maintain consistent quality in data inputting and completing financial tasks;</p>	
Knowledge	<p>Good working knowledge of using SAGE accounts;</p> <p>Knowledge of financial procedures;</p> <p>Practical working knowledge of Microsoft Office packages including Outlook, Word, Excel and Powerpoint;</p>	

	Essential Criteria	Desirable Criteria
Personal Attributes	<p>Good attention to detail and able to maintain consistent quality in data inputting and financial processes;</p> <p>Commitment to providing excellent customer service;</p> <p>Able to work independently and use own initiative, but also work as part of a team;</p> <p>Good interpersonal skills;</p> <p>Self-motivated and a positive attitude;</p>	