

## JOB DESCRIPTION

Job Title	Finance Officer
Reports to	Town Clerk

<b>Job Purpose (summarised below)</b>
To manage the operation of the Councils finance monitoring systems, reporting and reviewing as appropriate.

<b>Principle Responsibilities (summarised below)</b>		
No.		Agreed
1	Administer and monitor the financial systems in order to ensure that the municipal finances are accurately maintained. The council operates the Omega package by Rialtas Business Solutions.	
2	Maintain the account payable and accounts receivable systems in order to ensure complete and accurate records of all monies and be responsible for all relevant account procedures.	
3	To input invoices and payments onto the financial system and undertake monthly bank reconciliations.	
4	Administer the monthly payroll and employee files and records until such a time that this is contracted out.	
5	Utilise the computerised financial management systems to present and interpret data.	
6	To monitor and balance the Councils accounts and prepare records for audit purposes and VAT	
7	Assist and answer questions and deal with queries from the public, making referrals as required.	
8	To manage the Clocking in System and the Alarm system.	
9	To attend training courses or seminars relevant to the role as required by the Council.	

<b>Core Responsibilities for Rugeley Town Council Staff</b>		
	<p><b>Team and Personal Performance</b> Take responsibility for personal performance and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.</p> <p>Communicate skills and knowledge to colleagues in order to support the development of their personal and professional competence.</p> <p><b>Personal Accountability</b> Manage the areas of responsibility attached to the post or commensurate with the role.</p> <p><b>Values and Behaviours</b> Encourage and promote the values of Rugeley Town Council and comply with the required standards of conduct and so promote the Council within the community by acting with integrity and honesty.</p> <p>Promote and adhere to Rugeley Town Councils Equal Opportunities Policy and principles to support the development of a diverse workforce and respect the views and needs of the wider community.</p>	

NB	Notwithstanding the detail in their job description, in accordance with Rugeley Town Councils flexibility policy the job holder will undertake such work as may be determined by the Town Clerk from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Rugeley Town Councils area.	
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<b>Staffing</b>	
	No supervision of staff is required for this role.
<b>Other Key Statistics</b>	
	<ul style="list-style-type: none"><li>• Three years related detailed finance experience is required. Knowledge of Omega package as operated by RBS or similar financial packages will be required.</li><li>• Political awareness and experience</li><li>• High level organisational and communication skills, ability to communicate effectively with senior officers and Members.</li><li>• High degree of personal integrity and ability to deal with confidential matters with discretion.</li><li>• High standard of written skills for production of accurate and concise communications of all types and recording salient points from lengthy/complex debate.</li></ul>

Signed:

Position:

Date:

Signed:

Assistant Town Clerk:

Date: