



Assistant Clerk-Finance

**Starting Salary LC1 £22,627-£24,491 (Pro-rata)
5 hours per week plus contributory pension scheme**

We are seeking an enthusiastic, highly motivated individual to support the Parish Clerk/Responsible Finance Officer. You must be able to manage your own workload, have experience of working in a financial role and be competent and experienced in using Sage 50 software.

The successful applicant will have good communication and financial skills as well as a good IT skill set, as they will be interacting with the public, Councillors, and other organisations in both verbal and written formats. The assistant clerk -finance needs to be organised, flexible and able to show initiative.

The main duties include providing financial administrative support to the Parish Council, Community Centre and Winthrop Gardens, This will involve payment of accounts, raising invoices, chasing debtors, provision of reports and recording financial transactions on both Sage software and Excel spreadsheets.

Ideally you should possess sound financial skills, good communication skills and some project management knowledge.

Training will be provided to the post-holder, with opportunities for continuing their professional development.

There is the possibility to combine both assistant clerks' positions, Finance and Admin creating a 20 hour position if a candidate has the required skills base. Please state this clearly on your covering letter, if this is your preference

The Job Description and application form are available on the website www.wickersleypc.org.uk applications are invited by completing the application form with a covering letter detailing your reasons for applying for the position and what you could offer the Council. These should be sent to the Parish Clerk, Ms Carol Lavell at Clerk@Wickersleypc.org.uk

Prospective candidates are welcome to discuss the post or seek additional information by emailing the Clerk and requesting a call back.

The closing date for receipt of applications is 12 noon on 2nd December 2020



Wickersley Community Centre,
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Wickersley,
Rotherham.
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clerk@wickersleypc.org.uk
www.wickersleypc.org.uk

Job Description for Assistant Clerk -Finance

Finance Assistant-5 hours a week

Salary Scale	Starting Salary LC1 £22,627-£24,491(pro rata) LC1 SCP 13 -17, Hourly rate at SCP Point 13 -£11.76 an hour
Hours	5 hours, can be worked flexibly
Responsible to	The Parish Clerk

The day (s) of work for the assistant clerk-finance and location of work are open to discussion. There will be a need to attend the Community Centre on a regular basis if working from home.

Role

The main duty of this officer is to ensure that the accounts and financial records of the council are maintained in accordance with proper practices and are kept up to date

Specific Duties

- a. To provide a finance administrative support to the work of the Parish Council, WCCA and Winthrop Gardens

- b. Payment processing and accounts management for WPC, WCCA and Winthrop Gardens
- c. To operate SAGE 50 finance software for WPC and Excel spreadsheets for WCCA and Winthrop Gardens. The latter being worked in conjunction with the Winthrop Gardens Organiser
- d. To undertake all routine financial processing, including issuing and payment of invoices, chasing debtors, pre reconciliation checks etc
- e. Ensuring that a clear and accurate audit trail is evident for all transactions
- f. To provide a schedule of payments required and/or undertaken for presentation at meetings
- g. To examine invoices in relation to arithmetic accuracy and to analyse them to the appropriate expenditure heading
- h. To examine, verify and certify that contracts for work, goods or services have been received, carried out, examined and pass for approval to the Parish Clerk
- i. To supervise and be responsible for the collection of all income and to be responsible for ensuring receipt of amounts due to the council.
- j. To bank all income intact as with such frequency as the Parish Clerk considers necessary and record appropriately
- k. To introduce new financial systems, recording, monitoring etc where required
- l. Source funding and complete applications
- m. To provide financial data for projects/tasks including undertaking research/analysis and referencing data sources.
- n. To undertake any other relevant duties