



Crowthorne Parish Council

JOB DESCRIPTION – FINANCE OFFICER

Job Title: Finance Officer

Line Manager: Clerk to the Council Clerk

Specific Responsibilities:

- **Management of Sage Accounting System:** To include all postings and bank reconciliations.
- **Income/Facility Hire:** Preparation of all invoices, management of deposits and ensuring payments are received.
- **Salaries:** Payment of monthly salaries, TAX, NI and staff pension.
- **Year End:** Preparation of accounts, annual return, PAYE, pension year-end figures and annual Charity Returns.
- **Budget:** Update budget estimates following the current financial year-end and draft provisional estimates for the following year.
- **Purchasing:** To manage all general purchasing along with any other items as directed by the Clerk.
- **General Admin:** Managing garden sack money and raising commission invoices to BFC. Preparation of the monthly payment and internet banking listings, quarterly financial statement and the completion financial checks every six months. Managing insurance requirements and utility contracts. Dealing with requests for hall hire, telephone and other general public enquiries.
- **Educational Charity:** Ensuring receipt of 55% payment obtained from Social Club rent, monitoring monthly bank statements, preparation of quarterly finance report and end of year accounts.

Overall Responsibilities:

Accounting:

To manage the Sage Accounting system by posting all Sales/Purchase invoices (to the correct budget codes) and Receipts/Payments. To monitor monthly bank statements and complete monthly bank reconciliations.

Raising all sales invoices and ensuring payments received. Monitoring and refunding hall hire deposits. Preparation and payment of monthly staff salaries in line with checked timesheets and monthly payments for Tax & NI & pension.

To facilitate the financial year end, annual visits by the Internal Auditor and meeting deadlines as required by the External Auditor. Submission of year end PAYE and pension figures. Completion of year end accounts and file on-line returns for:

- Crowthorne Educational Charity No: 300143
- Morgan Recreation Ground Charity No: 300144
- Walter Recreation Ground Charity No: 300145

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Preparation of draft of budget estimates from October for the following year using current year's expenditure and including any other proposed/expected projects.

Purchasing routine items such as stationery, janitorial supplies in addition to any other items as directed by the Clerk, ensuring any related COSHH sheets are obtained. Payment of purchase invoices and management of petty cash. Completion of quarterly VAT return.

Purchasing and monitoring supplies of BFC garden waste sacks and raising invoices to BFC for commission. Preparation of a monthly Payment Listing for authorisation by Council, quarterly Financial Statement and financial check every six months.

To compile a monthly list of all receipts, payments and Internet Banking payments and produce an expenditure report for display on the CPC website. To ensure all insurance policies are annually renewed and updated and utility contracts are renegotiated as required.

To invoice the Social Club for quarterly rent costs (as per lease agreement) and property insurance once a year. On receipt of payment from Social Club for rent, raise payment to Crowthorne Educational Charity for 55% of the rent received.

Other:

To act as a representative of the Parish Council greeting visitors to the Parish Office and dealing with telephone enquiries, providing information/assistance as required.

To maintain personal timesheets in accordance with Parish Council procedures.

To report any absence directly to the Clerk or Parish Office staff in advance.

To act as a key holder should emergency access be required.

To act as a representative of the Parish Council whilst attending any internal/external meetings and to attend occasional staff meetings and training as requested.

To work at all times within the Council's policies and procedures associated with the post and the Parish Council.

To be flexible and willing to carry out any other reasonable duties associated with the responsibilities of this post, that may from time to time be requested.

Note: **This Job Description and is routinely under review.** *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 postholder 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.*