



HOUGHTON REGIS TOWN COUNCIL

Job Description – Finance Support Officer

Job Title:	Finance Support Officer
Spinal Point Range:	SCP 14-17 (£28,624 - £30,060) Pro-Rata
Hours of Work:	15 hours per week
Location:	Council Offices, Peel Street, Houghton Regis Hybrid working may be offered
Job Summary:	To support the financial activities of the Council within the legal and statutory framework.
Responsible to:	Head of Corporate Services
Responsible for:	None
Committee Responsibility	None

Key Areas of Responsibility

- To work within the legal, statutory, policy, financial, health & safety framework
- To undertake the day to day financial administration of the Council
- To assist with the implementation of the Council's strategic development plan as relevant

Specific Duties & Responsibilities

Corporate management

- To comply with the Council's policies specifically including, but not restricted to, Standing Orders and Financial Regulations
- To assist with the management and maintenance of the Council's asset and inventory register

Financial Management & Compliance

- To support the delivery of the Council's financial obligations
- To assist with the internal and external audit processes, the year-end accounts process and the Annual return process
- To upkeep associated records

Financial Operations

- To process receipts including invoice generation, receipt processing and debtor management



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- To process orders including managing the purchase order system, order authorisation, invoice allocation
- To process payments including making payments, allocating invoices, creditor management Input of data into the Council's financial software package (Omega)
- The support the petty cash system and petty cash reconciliation
- To keep up to date the asset and inventory registers
- To manage supplier accounts

Democratic Services

- To provide administrative assistance to the office staff as required

Health & Safety Management, Administration & Compliance

- To personally follow the requirements of the Health & Safety at Work Policy of the Town Council

Other

- To assist with providing staff cover within the scope of the role
- To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
- To assist with reception duties as required (office staff)
- To support council events as required
- Some evening and weekend work may be required
- Such other duties within the range and scope of the job as may be required from time to time.

Employment Provisions

Terms and Conditions	NJC for Local Government Services
Benefits	The post is eligible to join the Superannuation Local Government Scheme
Annual leave Pro-rata	23 days annual leave, plus 3 additional days after 5 years LG service Public Bank Holidays, 2 additional statutory days Pro Rata
Working hours	15 hours per week
Key holder	Yes – Office
Call out	No
First aider	Discretionary
Car allowance	Casual car user



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This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder:	
Signature of Postholder:	
Date:	
Signature of Town Clerk:	
Date:	