

BELPER TOWN COUNCIL

JOB DESCRIPTION - FINANCE OFFICER

Overall responsibilities

- 1 To be responsible to the Town Clerk and provide financial, administrative and clerical support to the Town Clerk.
- 2 To act as the Council's Responsible Finance Officer.

Specific Responsibilities

- 1 To ensure that the financial provisions governing or affecting the running of the Council are observed.
- 2 To monitor, record and balance the Council's accounts, and prepare records and appropriate documentation for audit and VAT purposes and the Inland Revenue.
- 3 To assist in the administration of the Council's insurance obligations.
- 4 To receive and process invoices for goods and services to be paid for by the Council and ensure such accounts are met.
- 5 To undertake all necessary activities relating to the payment and management of the salaries and wages of the Council's staff.
- 6 To prepare financial reports for the Council, its committees and working parties on financial matters affecting or likely to affect the policies or role of the Council.
- 7 To be responsible for the management of the Council's petty cash account.
- 8 To set up and maintain appropriate recording and filing systems
- 9 To deal with telephone enquiries and visitors to the Chapel.
- 10 To act as a representative of the Council as required.
- 11 To monitor and advise on the Council's investments and invested funds
- 12 To manage the capital investment of the Herbert Strutt Charity and to complete necessary Charity Commission Forms on behalf of the Charity.
- 13 To attend training courses, seminars, conferences etc. relevant to the functions of the post.

- 14 To undertake all tasks in accordance with the Council's Equal Opportunities Policy, its Health and Safety Policy, other agreed policies and procedures, and appropriate legislation.
- 15 To carry out any other duties reasonable expected by the Council within advertised pay grade.