



BERKHAMSTED TOWN COUNCIL
JOB DESCRIPTION – FINANCE & ALLOTMENT OFFICER

Permanent position

20 hours per week

Salary scale SCP 19 (£24,799 full time equivalent; actual salary £13,405

Membership of Local Government Pension Scheme

Based at The Civic Centre, High Street, Berkhamsted

Closing date for applications: 12 noon Monday 30 September 2019

Interviews: Wednesday 9 October 2019

Overall job purpose

To support our Town Clerk, who is also the Responsible Financial Officer (RFO) in the administration of services to the people of Berkhamsted. In particular, administering our finances and maintaining associated records and reports, using Omega, our bespoke, user friendly, computer software packages. The main land assets owned by the Town Council are its four allotment sites. The post holder will be responsible for keeping tenancy records up to date and issuing associated invoices using bespoke Colony allotment software together with associated administrative follow up.

Specific duties and responsibilities

Finance

(The finance software you would utilise is Rialtas Business Services' Omega package)

1. Receive, verify and pay invoices and other agreed payments, maintaining required audit trail;
2. Issue invoices as required;
3. Carry out month end procedures including reconciliations of the accounts against bank statements and the preparation of all associated reports e.g. income and expenditure, reserves and bank accounts. Follow up debtors and creditors, as required;
4. Assist with the preparation and monitoring of the budget;
5. Carry out year end procedures including accruals:
6. Liaison with auditors, internal and external, and assist with the preparation of the Annual Governance and Accountability Return;
7. Balance the accounts, prepare reports for Council and prepare accounts for audit.
8. Bank all monies received by the Council promptly;

9. To assist with ordering of goods and to check that goods ordered have been received and properly charged so maintaining required audit trail.
10. Undertake quarterly VAT returns;
11. Update the Asset Register and assist with the procurement of goods and services in accordance with the Council's Financial Regulations.
12. To liaise with the Council's bank as necessary and with other organisations where money is invested. Review banking arrangements and organise changes to signatories as required;
13. Assist in the review of systems and procedures and investigate improvements;
14. Carry out all duties in accordance with Financial and Audit regulations.

Allotments

15. Using the Colony allotment software, ensure that all allotment records (eg waiting lists, tenants, terminations etc) and invoicing are up to date;
16. To undertake all necessary action following regular plot inspections and to liaise with plot holders and allotment representatives as required;
17. To maintain and enhance effective communication with applicants for plots, plot holders and allotment representatives;
18. To prepare agenda and papers for quarterly meetings of the Allotment Management Team together with associated administration;

General duties

19. Liaison with Dacorum Borough Council, Hertfordshire County Council, other Towns or Parishes and outside organisations as necessary;
20. To attend training courses and meetings with other organisations as required;
21. As part of a small, customer focussed team, to assist in the running of the office, dealing with visitors, phone calls, e-mail and other enquiries;
22. To undertake other duties as required.

Note on hours

It is anticipated that the post holder will work their hours over four days, however, the detail will be subject to discussion with the successful candidate subject to operational requirements.