



# Kingsnorth Parish Council

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Parish Finance &amp; Regulation Assistant</b>
<b>GRADE:</b>	NJC SCP 13-17
<b>SECTION:</b>	Office
<b>RESPONSIBLE TO:</b>	Parish Council Manager
<b>JOB SUMMARY:</b>	<p>The role is to provide support and cover for the Parish Council Manager, during periods of sickness, annual leave and training and undertake general office administration as directed by the Parish Council Manager.</p> <p>This role will have a specific focus on finance and regulation, ensuring the Parish Council is compliant with our legal obligations and best practice.</p>
<b>MAIN DUTIES</b>	
<b>Finance</b>	To monitor and balance the Councils accounts and assist in the preparation of finance records for annual returns/audit purposes and VAT as directed by the Parish Council Manager.
	To receive and report on invoices for goods and services to be paid for by the council and to ensure such accounts are met.
	To issue invoices on behalf of the council for goods and services and to ensure that payment is received.
	To ensure that procurement process for goods and services is followed.
	To act as representative of the Council in matters pertaining to the finances of the council including contract monitoring as delegated and in the absence of the Parish Council Manager.
	To ensure all financial returns and accounts are audited and submitted on time and to the appropriate authority.
	To maintain the Councils Asset Register.

<b>Administration</b>	To attend meetings of the full parish council in the absence of the Parish Council Manager and present the financial reports.
	To assist with the preparation of reports, circulation of agendas, minutes and supporting papers to ensure members receive reports etc in advance of the meeting.
	To take minutes as required. In absence of the Community Engagement and Events Officer or Parish Council Manager.
<b>Human Resources (HR)</b>	To provide administrative support to the PCM and Chair of the Staffing Committee to ensure all staff files are complete and up to date. That the staff Handbook is maintained and refreshed as necessary and that a register of annual leave, training and sickness is kept, maintained, monitored, and reported to each staffing committee.
	To periodically review our HR policy and procedures and timetable any actions required into the agenda of the staffing committee.
<b>General</b>	To assist with updating the Parish Council website and Facebook page and deal with any correspondence as directed by the Parish Council Manager.
<b>Training</b>	To attend training courses or seminars on the work and role of the Council as required by the council and Parish Council Manager.
<b>Events</b>	To assist with Parish Council events as required.
<b>Misc</b>	To carry out any other duties if reasonably required to do so by the Parish Council Manager and the Council.

<b>Person Specification</b>	
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
<b>Essential</b>	<b>Desirable</b>
Experience of preparing and managing budgets, producing financial reports and accounts for audit.	Some Knowledge of workings of a Parish Council
Competent IT skills – word processing, email, spreadsheets, finance.	
Ability to prioritise workloads and problem solve.	
Ability to work on own initiative with minimal supervision.	
Able to attend evening meetings and demonstrate flexibility as required.	
Have an interest in the local community.	