



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

Town Hall, Market Hill, St Ives,

Huntingdonshire PE27 5AL

Tel: 01480 388929

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TWINNED WITH STADTALLENDORF

JOB DESCRIPTION

Job Title: Finance Officer

Location: St Ives

Salary: £27,344

Job type: Part time – Permanent

As the first tier of local government St Ives Town Council is active in supporting and representing those who live, work and visit St Ives and are actively working to make it a key tourist destination to increase the economic vibrancy for the benefit of all.

The Role

On a daily basis you will undertake purchase, sales, nominal ledger transactions and conduct regular reconciliations. The role will also comprise of raising invoices for the Town Council facilities; issuing monthly statements and chasing overdue accounts as appropriate.

This is a part time role with roughly 28 hours per week required. The work pattern is negotiable at interview but we will be flexible for the correct candidate. £27,344 is the full-time equivalent salary.

Main Responsibilities

- To maintain the nominal ledger, entering all bank receipts/payments and journal entries.
- To manage purchase ledger transactions via BACS/cheque in line with purchase orders including approval by Members.
- To ensure monthly invoices are raised for Town Council facilities, issue monthly statements and chase overdue accounts as appropriate.
- To ensure sales ledger transactions are recorded and to receive and reconcile all income and undertake banking as directed.
- To ensure monthly bank credit transfer of salaries and pension, PAYE and NI contributions as calculated by the payroll providers and approved by the Town Clerk.
- To complete monthly pension return.
- To undertake regular reconciliations for all Town Council bank accounts, petty cash, investments and loans.

- To ensure that the financial aspects of the Town Council's Allotments, Burials and Hall Hire systems are conducted appropriately and in a timely fashion.
- To support the Town Clerk in preparation of the Annual report
- As the Council's Finance Officer, responsibility for all financial records of the Council and the administration of all finances.
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Ideal Candidate

- A working knowledge of double entry bookkeeping and key accounting concepts
- Experience of financial systems
- Experience in raising invoices & chasing debtors.
- Experience of bank reconciliation
- Proven organisational skills with a high level of accuracy.
- Ability to maintain strict confidentiality.
- Proficiency in Microsoft

Benefits

- 21 Days plus bank holidays
- Full pension available
- Full training and Shadowing will be given prior to starting
- Full training and ongoing training and qualifications will be given
- This will be an office-based role

We are looking for an immediate start and so interviews will be arranged ASAP.

The council is an equal opportunities employer so all applicants will be considered for employment without attention to age, race, religion or belief, sex, sexual orientation, gender identity or disability status.

Please send your CV and Cover Letter for this role to: clerk@stivestowncouncil.gov.uk

Candidates with the experience or relevant job titles of; Administration, Data Entry, Payroll, Reconciliation, Finance, Finance Administration, Finance Administrator, Finance Admin, Financial Administrator, Payroll Administrator, Invoicing, Accounts, Finance Assistant, Account Assistant, Accounts Administrator, Finance Assistant, Accounts Assistant, Purchase Ledger, Sales Ledger, Financial Assistant, Accounts Administrator, Accounts Clerk, Finance Clerk, Accounts Payable, Accounts Receivable, Credit Control will also be considered for this role.