

## GLEN PARVA PARISH COUNCIL

### Admin Assistant Vacancy - **POST C FINANCE SUPPORT**

We are looking for a highly organised and detail-oriented Admin Assistant to join our Parish Council Office team. This role is vital to the efficient operation of our Parish, assisting with various administrative duties and supporting our community outreach efforts

#### **Position Details:**

- Job Title: Admin Assistant Post C – FINANCE SUPPORT
- Location: Parish Council Office
- Salary: NJC SCP 11 £25,979 per annum (pro rata) £13.50 per hour
- Hours: 9 hours per week Monday, Wednesday, Friday, 9.30 a.m. – 12.30 p.m.
- Type: Part-time

**Application deadline: 12 Noon on 15th November 2024**

Email address: [manager@glenparvaparishcouncil.org.uk](mailto:manager@glenparvaparishcouncil.org.uk)

Phone number: 0116 2771450

In this role, you will provide essential Financial support to the Parish Clerk.

#### **Key Responsibilities include:**

- \* To support the Parish Clerk in the financial administration of the Council, including as necessary, the day to day management of the Council's accounts, monthly reconciliation of the accounts, operation of the finance system and all associated tasks.
- \* Support the Parish Clerk in identifying funding opportunities and help prepare bids for grant funding
- \* To produce monthly bank/petty cash reconciliations and payments
- \* To assist Parish Clerk with the calculation and preparation of the Annual Return for submission to both the Internal and External Auditors.
- \* Assist the Parish Clerk in the preparation of annual budgets and prepare financial reports and papers for approval by Council members.
- \* Deal with weekly banking arrangements, including all monies from Library & Park Café as well as income from Hall Hirers and any other events.
- \* Assist the Parish Clerk in all matters related to VAT and other income tax matters
- \* Assist with the management of staff payroll and the Local Government pension Scheme.
- \* Assist with the processing of invoices and receipts for payment, maintaining accurate financial records.

- \* Process and deal with all financial matters associated with Community bookings of rooms and premises.
- \* Assist the Parish Clerk in the maintenance of all accounts including those for audit and ensure all financial procedures are adhered to as outlined in Council Financial Regulations.
- \* Assist the Parish Clerk to manage the Council's tendering procedure and awarding of contracts, ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.
- \* Attend and provide reports and advice to the Finance Policy and Resources Committee for consideration.
- \* Attend training courses or seminars as required.

This is a description of the main duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the parish council

**Qualification & Skills:**

- \* Proven administration experience, preferably in a local government or community setting.
- \* Excellent accounting skills.
- \* Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- \* Have working knowledge or used RIALTAS or SAGE or other financial support software.
- \* Have great attention to detail and be highly organised

The post is permanent and subject to a period of successful probation. We are looking for the successful candidate to be flexible, willing and to start as soon as possible.

Glen Parva Parish Council aims to be an Equal Opportunities employer, employing people on merit and ability to do the job, and welcomes applications from people from all sections of the community.

**Disability Discrimination Act:**

Reasonable adjustments will be considered under the Disability Discrimination Act 1995 (and any amendments) for job applicants who, because of disability, cannot meet particular requirements.

Offer of employment:

Any offer of employment would generally be subject to satisfactory references and of legal entitlement to work/employment in the UK. A criminal records check through Data Barring Service would be undertaken.

Data Protection and Information:

All information given will be processed in line with the principles of the "Data Protection Act".

Information is only used by Glen Parva Parish Council for the purpose of recruitment and employment; for a person's involvement in the Council and for statistical monitoring. If at any time a person objects to this, they should contact the Clerk to the Council.

**GLEN PARVA PARISH COUNCIL**

**ADMIN FINANCE SUPPORT PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education</b>			
Good standard of general education to GCSE level or equivalent	X		C
High level of literacy and numeracy	X		I / PT
Education to A level or above		X	C
Relevant qualification in local government e.g FILCA or willing to work towards qualification		X	
<b>Experience and Knowledge</b>			
Working in an office environment	X		A / I
Experience of dealing with a wide range of people, within and external to the organisation		X	A / I
Experience of producing reports	X		A / I
Local Government experience, especially in a town or parish council		X	C
Recognised financial qualification		X	C
Experience of accounting software e.g Rialtas, Sage or similar	x		A / I
<b>Skills and Personal Qualities</b>			
High standard of written and verbal communication	X		A / I
Good interpersonal skills, including ability to relate sensitively and appropriately for the nature of the topic in hand	X		A / I
Organised and diligent working attitude	X		A / I
Clear speaking manner (telephone and in person)	X		A / I
Fully computer literate and able to use various programs confidently and competently	X		I / PT
Good administrative skills	X		A / I
Ability to work effectively, flexibly and enthusiastically in a small team	X		A / I
Ability to work accurately and pay attention to detail, to work to deadlines and under pressure	X		I / PT
Ability to deal with different strands of work concurrently, organise work and set priorities	X		I / PT
Interest and empathy with local community issues		X	I
<b>Special conditions</b>			
Able to attend occasional evening meetings, as and when necessary	X		I
Willing to attend training for the job, JJ as necessary		X	I
Flexible and willing to cover other aspects of Office work during unexpected absences	X		I

**KEY:**    A = Application form            C = Certificates            I = Interview            PT = Practical Task



**RELEVANT TRAINING COURSES**

Please give details of any relevant training you have completed and membership of any professional body

Dates	Body /Organisation	Details

**CURRENT OR MOST RECENT EMPLOYMENT**Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in later section: **Experience / skills****1.Current/most recent employer/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		
Reason for leaving /Changing		

**2.Previous employee/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		
Reason for leaving /Changing		

**3.Previous employee/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		
Reason for leaving /Changing		

**4.Previous employee/organisation**

Name		
Address		
Job Title	From	To
Brief description of duties		
Reason for leaving /Changing		

