



WRITTLE PARISH COUNCIL
Parish Office
The Green
Writtle CM1 3DT

Job Title: Assistant Financial Officer

Reporting to: Clerk to the Council

Main Purpose of the Role

- Administrative responsibilities of the Council's accounting, audit and finance ensuring compliance with financial regulations.
- To assist the Parish Clerk in managing and monitoring the Council's finances
- To work in conjunction with the Clerical Officer at all times and in the Parish Clerk's absence to be joint senior administrative officer of the Council.

Principal Activities

- To deal with all administrative and cash handling duties relating to the Council's day to day finances, annual audit, monthly salary payments and VAT and Pension returns.
- Assist the Parish Clerk with budgeting and monthly income and expenditure
- In the absence of the Parish Clerk to be the joint senior administrative officer of the Council with the Clerical Officer and as such bear responsibility for the day to day management of the Council
- Be proactive in reviewing and suggesting improvements in Council services and procedures to the Parish Clerk.
- To research, support, administer and provide budgetary information for projects and grant applications as required by the Clerk.
- To attend Council meetings.

Special Conditions

- Take part in any suitable training as prescribed by the Parish Council
- Any other duties which from time to time may be allocated by the Parish Clerk

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you will carry out any other reasonable duties or request from your line manager, that are in keeping with this post or as may be determined from time to time by members of the Council.

	Essential	Desirable
Education		
Good standard of general education to GCSE level or equivalent	X	
Experience and Knowledge		
Experience of working in an office/customer service environment	X	
Experience of dealing with a wide range of people	X	
Bookkeeping, Accounting and Cash Handling	X	
Skills and Personal Qualities		
An excellent standard of written and verbal communication	X	
Good interpersonal skills, including ability to relate sensitively and appropriately depending on the nature of the topic in hand	X	
Clear speaking manner (telephone and in person)	X	
Fully computer literate and able to use IT programs such as Microsoft Work, Excel or databases confidently and competently	X	
Excellent administrative and communication skills	X	
Ability to liaise effectively, flexibly and enthusiastically in a small team	X	
Ability to work accurately and pay attention to detail and prioritise enquiries	X	
Ability to deal with several strands of enquiry concurrently	X	
Ability to think strategically beyond immediate daily issues	X	
Ability to work on own initiative with a high level of integrity	X	
Interest in and empathy with local community issues		X
Willing to attend training for the job if necessary	X	