



**Yatton Parish Council**  
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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

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**Finance Officer**  
**12 hours a week following phased induction from February - May 2019.**

**Job Description**

**General.**

The Finance Officer is responsible for ensuring that the instructions of the Council in connection with its financial responsibilities as a Local Government Authority are carried out. The Finance Officer will report to the Clerk who is the Responsible Finance Officer for the Council.

**Key Responsibilities.**

- 1) To undertake Responsible Finance Officer in the absence of the Clerk.
- 2) Ensure that Statutory and other policies and provisions governing or affecting the financial activities of the Council are observed and properly undertaken.
- 3) To assist the Clerk with working aspects of the Annual Financial Statements (Annual Return).
- 4) Keeping safely and conveniently in securing secure but accessible custody, all financial documents of or concerning the Council.
- 5) To assist the Clerk in liaising with other Parish Council team members and to be responsible for the Parish Office in the absence of the Clerk including dealing with members of the public and providers of goods and services.

## **Requirements of the Role**

- 1) A strong team player with a systematic and thorough approach to the role and a strong attention to detail.
- 2) Good communication and interpersonal skills.
- 3) Excellent IT skills.

## **Tasks**

- 1) To administer RBS Omega accounts package.
- 2) Provide all information required by internal/external auditors.
- 3) Checking of invoices and preparing cheques for payment. Prepare monthly list of payments and salaries to be authorised at Council meetings. Arrange for the cheques to be signed.
- 4) To input all income and expenditure into the system and pay income into bank.
- 5) Maintain and control petty cash.
- 6) Prepare and submit quarterly VAT returns.
- 7) Monthly bank reconciliations, internet banking and updating of bank mandates and signatories when necessary.
- 8) Completing monthly payroll, make payments through the bank to staff, HMRC and Pension provider. In addition, complete all year end procedures required by law for HMRC and pensions.
- 9) Record staff holidays and sickness.
- 10) To prepare the first draft of the annual budget and assist the Clerk with calculations, projections and obtaining information to finalise the budget. Ensuring earmarked funds are correctly allocated.
- 11) Monitor and balance the Council's accounts and prepare records for audit purposes including liaising with Internal Auditor.
- 12) Invoicing for Hall Hire, Pitch Hire, Burials and Allotment Rents and Bonds.
- 13) Do all required entries for Burials and Memorials and maintain computer records.
- 14) Assist in the administration of Allotments – plot holders, new tenants, tenancy agreements, waiting list and maintain computer records.

15) Maintaining stock and ordering stationery, providing equipment for ground staff and village orderlies' work requirements.

16) Dealing with members of the public – complaints, queries.

17) Liaise with third parties on specific issues related to the role e.g. VAT, payroll, insurance, audit, North Somerset Council, customers and suppliers.