Job description

Deputy Finance Officer

Overall Responsibilities:

The Deputy Finance Officer supports the Parish Clerk in delivering the functions of the Parish Council ensuring that its goals and objectives are met. This role includes providing financial information to support decision-making, helping implement those decisions, liaising with other organizations and authorities to meet the parish's needs, and ensuring the smooth operation of the Parish Office. As a key point of contact, the Deputy Finance Officer will handle enquiries from the public and assist with general administrative tasks.

The Officer will report directly to the Clerk.

As a part time role, the hours are to be worked across a Monday, Tuesday and Thursday.

Key Duties and Responsibilities:

1. **Financial Management**
    - Maintain accurate financial records for the Parish Council, including book-keeping tasks, updating Scribe accounts, processing payments, managing VAT returns, and maintaining paper records for audit purposes.
2. **Administrative Support**
    - Assist the Parish Clerk with day-to-day administrative tasks to support the efficient operation of the Parish Council office, including clerical work, filing, and managing office systems.
3. **Public Engagement**
    - Act as the first point of contact for visitors, residents, and other members of the public. Address general enquiries, complaints, and requests for information through various channels, including in-person, phone calls, and email. Provide timely updates to the Clerk or other Officers, on actions taken.
4. **Team Collaboration**
    - Work closely and collaboratively with other Officers and staff within the Parish Council, fostering a positive and cooperative team environment.
5. **Communications and Outreach**
    - Assist with updating the Parish Council noticeboards, producing content for the Parish Newsletter, and ensuring information is shared effectively with the public.
    - Recognising the importance of branding and positive community engagement.
6. **Financial Reporting and Research**
    - Conduct financial research as needed and prepare supporting documents and reports for the Council, in collaboration with the Clerk.
7. **Event Support**
    - Provide administrative and organisational support for Parish events, including the Annual Parish Meeting and the Funtasia Community event.
8. **Correspondence**
    - Manage and issue correspondence on behalf of the Clerk as requested.
9. **Training and Development**
    - Attend relevant training courses and seminars to enhance the skills required for the Deputy Finance Officer role. The postholder will be expected to complete and pass the "Introduction to Local Council Administration" course within the first year of employment.
10. **Additional Tasks**
    - Undertake any other duties as required by the Clerk or Council to support the overall work of the Parish Council.

Person Specification:

- **Essential Skills & Qualifications:**
  - Proficiency in book-keeping, with experience in using accounting software (Scribe accounts or similar).
  - At least Part AAT qualified or equivalent experience.
  - Advanced Excel skills for data management and financial reporting.
  - Solid administrative skills, with experience in Microsoft Office Suite (Word, Excel, Outlook).
  - Exceptional attention to detail and an ability to maintain accurate records.
  - Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
  - Ability to work independently, using initiative to solve problems and improve processes.
- **Interpersonal & Communication Skills:**
  - Excellent communication skills, both written and verbal, with the ability to interact effectively with the public, staff, and council members.
  - Adaptable and empathetic, able to listen actively and respond appropriately to a variety of situations.
  - Demonstrates confidentiality and political impartiality in all work-related activities.
- **Teamwork & Collaboration:**
  - Able to work effectively as part of a small, close-knit team, contributing positively to team dynamics and the smooth running of the office.
- **Personal Attributes:**
  - Strong problem-solving skills, with a proactive, "can-do" attitude.
  - Committed to personal development, including completion of relevant training courses.