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|  | **AYLSHAM TOWN COUNCIL** |
| Council Office, Town Hall, Market Place, Aylsham, Norwich, Norfolk NR11 6EL.Tel.. – 01263 733354 (09:30 to 3.00) email – townclerk@aylsham-tc.gov.ukWebsite – www.aylsham-tc.gov.uk |

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| JOB DESCRIPTION – **Finance Officer** **(part time 15 hours per week)** |

**Main purpose of job:** To act as Finance Officer and to assist the Town Clerk as necessary.

**Hours:** 15 per week either

Monday – Friday 10.00am – 1pm

Or

3 days (to be agreed) 10.00am – 3pm

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# MAIN DUTIES

**FINANCE DUTIES**

1. To prepare financial reports for the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To work with the Town Clerk to prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank regularly all money received by the Council.
5. To ensure that all money due to the Council is collected promptly.
6. To manage the cash flow and to control investments and bank transfers.
7. To control payments made by Bacs/DDM/cheque.
8. To take responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
9. To take responsibility for the prompt submission of VAT Return Forms or repayment claims.
10. To verify, analyse for accounts purposes, and to authorise suppliers invoices for recommendation for payment.
11. To prepare Financial Statements for each financial year for Councillors and the public.
12. To assist the Town Clerk in the preparation of the Accounts and the Annual Return for the Council each year and to submit to the Auditor when required.
13. To arrange for appropriate Internal Audit in accordance with Financial Regulations.
14. To monitor compliance with the Council’s Financial Regulations.
15. To maintain the Council’s asset register.

**RECREATION GROUND DUTIES**

1. To prepare financial reports covering budget monitoring, fund balances, receipts and payments to date, payment of accounts and other relevant current matters.
2. To bank regularly all money received by the Recreation Ground Committee
3. To ensure that all money due to the Recreation Ground Committee

is billed and collected promptly.

1. To control payments made by Bacs/DDM/cheque
2. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
3. To verify, analyse for accounts purposes, and to authorise suppliers invoices for recommendation for payment.
4. To prepare Financial Statements for each financial year for Committee members.
5. To prepare the Annual Accounts for Recreation Ground Committee

each year and to submit them to for approval and to the Auditor when required.

1. To monitor compliance with Financial Regulations.

**GENERAL DUTIES**

1. To assist in dealing effectively with all customer enquiries by telephone, e-mail, letter and in person.
2. To work on projects for the Council as required
3. To assist with large Town events based at the Town Hall or the Market Place