



Stratford-upon-Avon Town Council

JOB DESCRIPTION

**Part Time Finance and Facilities Officer (FFO)
reporting to the Responsible Financial Officer (RFO)**

Specifically accountable for a wide range of financial duties and is also expected to act as general facilities officer and provide an administrative and clerical service to the Town Council.

- 1) To act as assistant to the RFO;
- 2) Take and act upon instruction from the RFO, ensuring any necessary follow-up action to bring matters resolved by Council or its committees and sub-groups to a satisfactory conclusion;
- 3) Oversee the day to day smooth running of the Council's office and associated facilities;
- 4) Liaise with appropriate service providers, outside contractors, suppliers and maintenance personnel;
- 5) To manage projects relating to Town Hall facilities, such as external maintenance, interior decorations, etc.
- 6) To assist with or take responsibility for servicing sub-groups reporting to the Finance & Audit Committee, Community Services Committee and Civic, Heritage & Events Committee;
- 7) To clerk or be responsible for the clerking arrangements of the meetings of the aforesaid committees, including sub-groups and working parties reporting to them, on a shared basis with other colleagues;
- 8) To have a working knowledge of Council's SAGE accounting system;
- 9) To be proficient in the use of other common computer software Packages such as Word and Excel;
- 10) To assist with specific financial reviews and projects including the preparation of grant applications;
- 11) To advise the RFO as necessary on the Council's insurance arrangements;

- 12) To maintain and update records and payment in relation to any Council loan or borrowing;
- 13) To administer the Mayor's Charity Account;
- 14) To administer the Mayor's Allowance and monthly receipt of expenses;
- 15) To assist the RFO with the reconciliation of all Bank Accounts and operation of manual and computerised Cashbook systems;
- 16) To check all accounts for pricing, coding and calculation;
- 17) To register and clear invoices for payment;
- 18) To undertake the preparation of cheques and online payments using Barclays.Net;
- 19) To sort and file Purchase Orders;
- 20) To raise invoices as instructed for goods/services provided by Council;
- 21) To analyse Town Hall income and usage;
- 22) To process and check staff and members mileage claims, input and maintain data;
- 23) To check that all Council vehicles are taxed and roadworthy;
- 24) To liaise with the Council's H&S Consultant and keep the Risk Register up to date;
- 25) To have a good working knowledge of other roles within the organisation to cover for absent colleagues.

Town Clerk
2021