



## **JOB DESCRIPTION**

### **Parish Officer – Finance and Administration**

<b>Job Title:</b>	Parish Officer – Finance and Administration
<b>Location:</b>	Poringland Community Centre
<b>Responsible to:</b>	Parish Clerk
<b>Responsible for:</b>	None

#### **Introduction**

The person appointed will be accountable to the Clerk and Poringland Parish Council for the effective financial administration and office administration of Poringland Parish Council.

#### **Overall Responsibilities**

- The financial administration of Poringland Parish Council, including the community centre, cemetery, and Welcome Home and Memorial Playing Fields Trust.
- To provide general office administration to Poringland Parish Council, including correspondence with parishioners and partner organisations.

#### **Specific Responsibilities**

1. To prepare and submit invoices to hirers of Poringland community centre and Poringland pavilion, liaising with the Parish Officer (Bookings and Events) if necessary.
2. To prepare and submit invoices to funeral directors, stone masons, and other parties for services involving Poringland cemetery, meter readings from Poringland Police Station, and liaising with the Parish Officer (Bookings and Events) and Parish Caretaker if necessary.
3. To prepare and submit invoices for attendees of events organised by Poringland Parish Council, in accordance with Poringland Parish Council's Ticket and Refund Policy. To report any non-payment back to the Parish Officer (Bookings and Events) so places can be released if necessary.
4. To prepare and submit invoices for the Welcome Home and Memorial Playing Fields Trust (the Parish Council is sole managing Trustee of this charity).
5. Ensure appropriate credit control is maintained and any outstanding debts are escalated to the Parish Clerk/RFO.
6. To bank intact all monies received in accordance with Financial Regulations
7. To maintain records and banking of receipts as determined by the Parish Clerk.

8. In conjunction with the Parish Officer (Booking and Events) or the Finance Manager to reconcile café takings and bar takings.
9. To record all stock sales for the café and bar.
10. To ensure all cash and credit card sales for the café and bar are recorded in the cashbook with the correct levels of VAT.
11. To ensure all credit card receipts agree with the statement.
12. To receive all purchase invoices and check back to delivery notes if applicable.
13. Record all purchase invoices for councillor authorisation, and input into accounting system.
14. To provide the Finance Manager with financial information including openness and transparency, enabling accurate accounting, budgeting and analysis of VAT quarterly returns.
15. To be able to take bookings in absence of the Parish Officer (Bookings and Events).
16. To provide routine office administration tasks.
17. To respond to queries from members of the public, councillors and other stakeholders tactfully and professionally.
18. To attend training courses or seminars on work and role related duties and continue to acquire the necessary professional knowledge as required by Poringland Parish Council.

This list is not exhaustive and the Parish Council may alter or vary this job description in the light of changing circumstances.