



JOB DESCRIPTION- RFO/Assistant Clerk

Specific role profile

Job title: RFO/Assistant Clerk

Salary grade: SCP range 19-23 £24,799 - £27,471 (pro rata),

Hours: 12 hours per week

Working pattern: Tuesday to Friday

Location: New Bradwell Parish Council Office – NBWS Ltd, Unit 10, St James St, New Bradwell, Milton Keynes, MK13 0BJ

Responsible to: Parish Clerk

Job purpose

RFO/Assistant Clerk will perform day to day financial administration as well as other administrative and office support activities for the Clerk and Councillors to facilitate the efficient operation of the Parish Council.

Role responsibilities

- Using the Xero Accounting Programme
- Processing all invoicing
- Preparing payments for authorisation by the council
- Raising sales invoices and ensuring payments are received
- Reconciling the bank accounts and month end
- Assisting with work associated with budget setting, year end and Internal Auditor visits
- Preparing the quarterly VAT return
- Reception duties including dealing with enquiries and issues arising from the public
- Support to the Clerk & Councillors, including supporting the day-to-day running of the office
- Preparing financial information/reports for council meetings
- Attending occasional evening meetings as required
- Attending training courses/external meetings on behalf of the council
- Ad hoc administrative and project-based duties



PERSON SPECIFICATION

1. Educational qualifications: GCSEs or equivalent in Maths and English , preferred 5 GCSEs or equivalent
2. Work Experience: Ability to deal with the public
3. Skills/knowledge and aptitude: IT skills and knowledge of Office 365 and Xero accounting program and data entry
 - Experience of financial working
 - Knowledge of clerical & administrative procedures and systems
 - Knowledge of principles & practices of basic office management
 - Attention to detail & accuracy
 - Communication skills – written & verbal
 - Knowledge of social media particularly Facebook and Twitter
 - Ability to problem solve
 - Knowledge of local council finance
4. Motivation: Able to maintain good relationships with Councillors, public and contractors.
 - Self-reliant and self-motivated.
 - Willingness to undertake training.
5. Other: Able to demonstrate flexibility as required.
 - Willingness to attend occasional evening meetings and parish events (outside of normal working hours)

NEW BRADWELL PARISH COUNCIL

August 2021

TERMS AND CONDITIONS

Hours per week 12.0 hours

Hourly rate £13.51 - £14.90 depending upon experience

Annual leave entitlement 6 wks (pro-rata) + bank holidays

The annual leave year runs from 1st April .

Pension A contributory pension is available.

Contract Based upon NJC Local Government

Probationary period: three month probationary