



Grange-over-Sands Town Council

Finance Administrator

Job Description

Job Title:	Finance Administrator
Salary:	£33,143 (SCP LC2 benchmark range 18-23) pro rata for 18 hours, days to be discussed.
Location:	Victoria Hall, Grange-over-Sands, LA11 6DP
Duration:	Permanent, 18 hours per week, plus additional hours agreed as required to meet financial deadlines.
Reports to:	Town Clerk/Responsible Financial Officer (RFO)
Benefits:	LGPS Pension (Local Government Pension Scheme)

Grange Town Council

The Town Council is a small organisation, the equivalent to a Parish Council, which serves the community of Grange. It owns and operates the Victoria Hall which is a community venue which is hired out. It also provides and manages various services including two allotment sites, a recreation ground and three blocks of public conveniences. There is a small staff team, comprising Town Clerk, Finance Administrator, Hall Manager, Hall Administrator, and the casual Hall Team.

Purpose of the Role

The Finance Administrator assists the Town Clerk, and administers the finances of Grange Town Council, providing a full and comprehensive bookkeeping service using SAGE 50 accounting software.

Accountabilities

1. Be responsible for the maintenance of all computerised and other financial records of the Council and for the day-to-day administration of its finances, within the approved budget, in accordance with the Council's adopted Financial Regulations. This includes managing bank accounts and reconciliations, payments and receipts, investments and charity funds.

2. Contribute to the Council's finance management procedures and provide regular monthly and quarterly schedules of payments, reports, information and advice to the Council and the Clerk.
3. Work with the Accountancy Service to complete payroll, PAYE, National Insurance, pension administration and VAT returns.
4. Manage utility contracts and ensure meter readings are provided.
5. Maintain the fixed asset register and insurance inventory and conduct the annual insurance review.
6. Maintain excellent records and provide all the evidence required for the twice-yearly Internal Audit and the annual External Audit, and work with the Clerk to complete the Annual Return.
7. Assist the Town Clerk, undertaking general administrative duties, and completing specific projects and assignments as required.
8. Work as a member of a small team, who support each other, taking occasional phone messages, email and face to face enquiries as required.
9. Adhere to the Council's Policies and Procedures.