

MARKYATE PARISH COUNCIL



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clerk@markyateparishcouncil.gov.uk www.markyateparishcouncil.gov.uk
Clerk to the Council: Mrs V Tilley

Job Description

Job title:	Finance Officer and Halls Administrator
Base:	Markyate
Hours of work:	22 hours per week across 4 days plus evening meetings
Reporting to:	Clerk to the Council
Accountable to:	Markyate Parish Council

Job Summary

To ensure all matters are carried out to the satisfaction of the Parish Council in an efficient and professional manner.

Population of Markyate: approximately 3000
Supervision of 2 staff and warden (alongside Clerk)
Approximately 8 Meetings per annum

Key Responsibilities

General

1. The Finance Officer is responsible for conducting the Council's financial business, and as Halls Administrator for the maintenance and hiring of the village halls.
2. Attend all formal meetings of the Council's Halls and Budget and Finance Committees and prepare the minutes thereof.
3. The role is highly representative of the Council, involving much contact with other organisations and the public.
4. The role involves managing, alongside the Clerk, the Council's staff, namely the Caretakers/Cleaners and contracted Village Warden.
5. This job description is to be updated by the agreement of the Council and the job holder.

Requirements

1. Report to the Clerk to the Council and the Halls Committee Chair acting on behalf of the Council.
2. Acting as Finance Officer, to ensure the accounts, receipts, and payments are up to date.
3. Management of office stationery and cleaning stock.
4. Management of halls maintenance, contracts, bookings and licences.
5. Be courteous with the public/other organisations and serve to the best of your authority.
6. Supervise contractors.

Regular Duties

1. Ensure compliance with the Council's Financial Regulations in all matters.
2. Comply with employment law.
3. Comply with health & safety law.
4. To manage the payment of staff salaries and ensure prompt payment of tax, national insurance and pensions either monthly or, where appropriate, quarterly.
5. Manage the Council's payment of invoices in a timely manner, verifying accuracy before payment.
6. To take overall responsibility for submission of VAT returns and to deal with VAT inspections.
7. To prepare financial reports for the council on budget monitoring and payment of accounts.
8. Execute business transacted by the Halls Committee.
9. Represent the Council at meetings with other organisations.
10. Manage contracts/procurement related to the Halls.
11. Manage projects related to the Halls.
12. Produce meeting agendas, agenda packs for each Councillor, and minutes of meetings of the Halls and Budget and Finance Committees.
13. Produce the annual budgets.
14. Manage the annual audit process.
15. To manage insurance risk, process claims as necessary and report annually to the Council on insurance risk.
16. Keep safely and conveniently in secure but accessible storage all financial records.
17. To maintain the Council's register of property and assets.
18. Apply for grant funding where possible.

A DBS check will be undertaken.