

CHURCH STRETTON TOWN COUNCIL

FINANCE & COMMITTEES OFFICER JOB DESCRIPTION

1. GENERAL INFORMATION

JOB TITLE	Finance & Committees Officer
CONTRACT	PERMANENT; PART-TIME 12 HOURS PER WEEK
SALARY	SCP 8 £20,493
ACCOUNTABLE TO	TOWN CLERK
LOCATION	TOWN COUNCIL OFFICE & MEETING VENUES
OVERALL RESPONSIBILITIES	<ul style="list-style-type: none">• To provide secretarial support to the Town Council and its committees• To provide cheque and payment preparation and data input
CONDITIONS OF SERVICE	As per the Employee Handbook

2. KEY RESPONSIBILITIES

Main tasks

To provide support and advice to Committee Chairs.

To attend meetings of the Town Council and its committees (usually 2 Tuesday evenings a month for approx. 2 hours) as minute taker.

To prepare agendas and related documents to send out to Councillors in accordance with legal deadlines.

To prepare public invitations to Council and committee meetings as required.

To produce draft minutes for approval and final versions for publication.

To keep the website updated with meeting dates, agendas, public notices, related documents, minutes to ensure compliance and transparency.

To prepare cheques for signature and payment documentation in line with current procedures as stipulated in the Financial Regulations.

To input payments and receipts into the accounts software.

Accountability

To work with Committee Chairs to ensure agendas and documents are produced and circulated in a timely manner.

To keep accurate records of and report regularly to the Town Clerk regarding the progress of delegated actions from Council and Committee meetings.

Personal Development

Undertake from time to time any such training as may be necessary or advisable.

Other Duties

Undertake additional duties as reasonably requested by the Town Clerk when required.

3. PERSON SPECIFICATION

	Essential	Desirable
Qualifications	GCSE or equivalent passes in Maths & English	Introduction to Local Councils (ILCA) ILCA TO CILCA
Knowledge & Skills	PC literate including the use of Microsoft Office: Word & Excel Good communication and interpersonal skills High level of literacy and numeracy	Accounting software an advantage but training will be given
Experience	Working to tight deadlines and a high level of detail	Working for a local council