



FINANCE AND RATING OFFICER

Grade 3 SP11 (13-17)

Reporting to Chief Executive

Overall Purpose

To work with the Chief Executive in all matters relating to the day to day finances of the Board.

Duties, Tasks and Responsibilities

- Produce monthly payroll.
- Weekly payroll, plant and workshop recharges.
- Stock allocations and stock take.
- Invoice matching and posting.
- Payment runs.
- Finance filing.
- Reception duty as and when required.
- Answering telephone as and when required.
- Monthly VAT submission.
- Cover for Secretary when absent.
- All matters relating to the collection of Drainage Rates and maintenance of rating records.
- Recording the receipt of cash and cheques on collection sheets, paying into Board's bank and entering onto computer system.
- Assisting with catering for lunches following meetings.
- Any other duties that are reasonably asked.