

Witham Fourth District Internal Drainage Board



Job Description: Finance Officer

Salary: Grade 3 - Spine Point 13: £27,516 for a FT 37-hour role
Hours to be agreed but will be office based and 20-24 hours spread over 4/5 days

Other Benefits: Final Salary Pension Scheme, enhanced sickness allowance, 23 days holiday (rising to 27 days) + 3 statutory days + bank holidays (all pro-rata)

Start Date: May/June 2024

Reports to:
Chief Executive

Responsible for:
Supporting the small accounts team by covering the accounting and administrative tasks of the Finance Office. This includes accounting for the purchasing and payroll of the Board together with other administrative procedures.

Weekly Tasks: The position has shared responsibility for each task unless marked otherwise.

1. Process all orders, delivery notes and invoices for payment
2. Contact suppliers to manage any queries
3. Correctly code and post invoices
4. Assemble payment approval documents and obtain approval for payments
5. Run off cheques and Fast Payments list for approval
6. Monitor group emails and ensure relevant emails are responded to.
7. Deal with visitors to the office
8. Support other office team members as required.
9. Support Chief Executive and Engineering Office as required.
10. Answer the phone to deal with enquiries
11. Answer the phone to take payments from ratepayers/others
12. Keep cost centre and nominal code lists up to date.
13. Make sure office stock and supplies are ordered when low.
14. Preparing letter, memos and emails as required.
15. Organising meetings and preparing meeting rooms with refreshments.

Payroll

16. Collate weekly timesheets
17. Ensure timesheets are fully coded for processing
18. Liaise with Engineering Team with any queries
19. Post timesheet hours onto OPERA
20. Process any changes to employees including new starters/leavers

Monthly Tasks: The position has shared responsibility for each task unless marked otherwise.

21. Make sure all weekly items are up to date and posted ready for the month end.
22. Ensure all relevant inputs are done (invoices, fuel, stock) to close the month end.
23. Manage any stock alterations that arise
24. Comply with month end closedown procedure
25. Updating nominal ledger codes as required
26. Updating stock and plant codes as required

Payroll

27. Ensure all timesheets for the month have been entered
28. Post timesheet hours onto OPERA
29. Deal with pension and other payroll deductions
30. Obtain travelling mileage and expenses
31. Process payrolls (1 office, 1 district)
32. Print and distribute pay slips
33. Post payroll journals
34. Submit monthly HMRC and pension payments

Annual Tasks: The position has shared responsibility for each task unless marked otherwise.

35. Complete the annual payroll process including summaries for P60s, pension and HMRC returns
36. Reconciling nominal ledger accounts in readiness for the year-end closedown
37. Manage payroll updates
38. Perform year end closedown procedures

Change of Job Description

The duties outlined above are not intended to be exhaustive and may change as the needs of the team or organisation alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Board.

Person Specification:**Qualifications,**

- AAT qualified or part qualified or similar qualification
- Excellent computer skills and proficient in the use of Microsoft Office suite, particularly Excel
- Ability to use computerised accounting software (PEGASUS Opera preferred)

Knowledge & Experience

- Demonstrable and substantial relevant experience of performing the above tasks (minimum of 3 years)
- Knowledge of payroll legislation and HMRC periodic reporting
- Knowledge of VAT
- Experience of working in a finance office
- Experience of managing day-to-day deadlines in order to plan, prioritise and manage workload

Abilities and Skills

- Ability to build partnership working with other staff and Board Members
- A proven track record of maintaining strong relationships through excellent interpersonal skills
- Methodical and accurate approach to work to maintain excellent systems and processes.
- Strong communication skills, both written and verbal
- Proven track record of supporting colleagues
- Organisational skills, ability to prioritise responsibilities, manage own time effectively and resource planning
- Be a creative, innovative thinker who can suggest changes where necessary
- Be hard working, versatile and proud of the work you produce
- You must have integrity and be honest and transparent to contribute to a good team culture
- You will be flexible and able to roll your sleeves up and support any work that needs to be done. This is particularly important when we are responding to flood events and emergency telephone cover may be required