



<b>Job Title:</b>	MMC Finance & Administrative Officer	<b>Job Category:</b>	MPC Staff
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	16
<b>Location:</b>	Mountsorrel at MMC Venue	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>	£27232.30 Pro Rata £14.15 p/h	<b>Position Type:</b>	Part-time 15 hours pw
<b>Line Manager:</b> <b>HR Contact:</b>	MMC Venue Manager	<b>Date Posted:</b>	
<b>Responsible For:</b>	NA	<b>Posting Expires:</b>	
<b>External Posting URL:</b>	<a href="http://www.mountsorrelparishcouncil.co.uk">www.mountsorrelparishcouncil.co.uk</a> <a href="http://www.mountsorrelmemorialcentre.co.uk">www.mountsorrelmemorialcentre.co.uk</a>		
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Email:</b> <a href="mailto:manager@mmcvenue.co.uk">manager@mmcvenue.co.uk</a>		<b>Mail:</b> Mountsorrel Memorial Centre, 105 Leicester Road, Mountsorrel, Loughborough, Leicestershire, LE12 7DB	
<b>Job Description</b>			
<p><b>Role and Responsibilities:</b></p> <p>To be responsible for managing the MMC's financial systems and processes in accordance with Mountsorrel Parish Council's Standing Orders, and Financial Regulations and to provide administrative support in the office. Reporting to the MMC Venue Manager.</p> <p>Your responsibilities and duties will include;</p> <p><b>Income and Expenditure</b></p> <ul style="list-style-type: none"> <li>• Dealing with all income and expenditure through the EDGE software system.</li> <li>• Ensuring all payments made to the MMC are recorded, any necessary receipts issued, all cash and cheques received are prepared for banking and all associated records kept and any queries / discrepancies are investigated and resolved</li> <li>• To prepare and balance final (year-end) accounts for the MMC Venue in accordance with the regulations and report to the Council Finance Officer.</li> <li>• Control of the purchase order system, matching orders to purchase invoices and maintaining the purchase order log.</li> </ul>			



## **Invoices and Approvals**

- To generate Invoices and then enter data for the payment of invoices into the EDGE accounts system on a weekly basis whilst managing late payments.
- Pay all invoices after approval
- Produce monthly approval lists in conjunction with the Council Finance Officer of all expenditure for Council meetings
- To verify and code supplier's invoices prior to certification for payment with paper versions for member signature.
- To monitor the VAT position and ensure invoices are correct for VAT. Calculate exempt supplies limits before completing returns.

## **Administrative**

- To prepare financial reports for the MMC Venue Manger and other staff as requested. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters.
- Produce reports and forecasts of income and expenditure.
- Bring to the Venue Manager's attention any query or concern that may arise concerning unsatisfactory works or services or incorrect invoices.
- Work with the Council Finance Officer to reconcile all bank accounts on a monthly basis (when statements received) and produce reports for the council for reporting quarterly.
- Review all direct debit invoices for accuracy, ensuring that bills are against actual reading and not estimate, requesting accurate readings via the MMC Facilities Officer.
- In conjunction with the council Finance officer and the Parish Manager, prepare the necessary paperwork, and the necessary information for the Annual Return and liaise with the Internal and External Auditors to comply with current regulations.
- In conjunction with the Venue Manager, prepare estimates of the anticipated income and expenditure required to carry out the Parish Council's business for preparation at the Annual Budget meeting each year.

## **Payments**

- Collating and paying show and event settlements in line with agreed contracts, box office reports and contra charges, whilst also managing PRS (Performing Rights Society) recording and payments.
- To pay Tax & NI to HMRC to ensure, where appropriate, prompt payment of sums due to the relevant pension authority.
- Manage Company Credit Cards
- To manage cash flow and bank transfers, control payments by cheque and online and manage company credit cards.
- To manage Petty Cash and till floats and ensure they are operated correctly, with records being kept accurately, and reconciled quarterly.



### **Other Duties**

- To provide cover if required and to answer the phones, take messages and perform other administrative duties as required.
- To attend occasional meetings / training sessions outside your normal hours of work.
- Any other duties of a similar nature to the above as reasonably requested to do

### **Essential skills:**

See Person Specification

### **Desirable:**

See Person Specification

### **Other information:**

#### **External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.  
Face to face, telephone, written and electronic communication.

#### **Working Environment**

Mainly office based but some home working will be considered.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

#### **Health and Safety at Work**

Mountsorrel Parish Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

#### **Data Protection Act 2018**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

**Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures, including the Employee Handbook.

**Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



## PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	Good general education Maths qualification (GCSE minimum) English language qualification (GCSE minimum)	Accountancy qualifications
Communication Skills	A good communicator who utilises all available means of communication.	
Knowledge and Experience	Knowledge of computerised accounts systems or principles of manual bookkeeping Knowledge of Financial Administration requirements in a public service/customer focused environment General knowledge of office practices, procedures, and equipment	Previous experience in either a Theatre/ Hospitality environment OR Local government or in a similar financial role
Skills	High standard of numeracy Computer literate Good communicator Listener Methodical and thorough Attention to detail.	
Information Technology	Good working knowledge of Microsoft Office applications (Including Word, Outlook, Excel) Keyboard, IT and use of Internet Good data entry skills which include the ability to efficiently operate data entry software and related programs, with a high degree of accuracy and attention to detail.	Computer based accounts systems
Other		