

SDBC Staff Terms of Reference

FINANCE ASSISTANT

PART A – POST DETAILS

Post title	Finance Assistant
Post-Holder	
Location	Bradbury House, 33-34 Market Street HIGHBRIDGE, TA9 3BW
Line Manager's Name	Maggie HAMMOND

PART B — BACKGROUND & ORGANISATION

Job Purpose - description, highlighting key subject areas:

As Finance Assistant, the post holder is required to assist the Business Support Manager/RFO with the management of finance and budget requirements of the Axe Brue, Parrett, North Somerset Levels Internal Drainage Boards (IDBs) Boards and the Somerset Drainage Boards Consortium. The Line Manager for the post-holder is the Business Support Manager/RFO (Responsible Finance Officer),

Organisation – Description of Function and/or Organisation Chart:

The Somerset Drainage Boards Consortium is the organisation that manages the operations and affairs of three Internal Drainage Boards (IDBs) in Somerset (The Axe Brue, Parrett & North Somerset Levels IDBs) providing them with finance, engineering, legal, environmental and administration services via a team of in-house staff and consultants. The main activity of the Boards are to manage water levels and Flood Risk within their respective catchments for the protection of people, property and the environment.

PART C — RESPONSIBILITIES

Key Responsibilities:

PRINCIPLE ROLES

1. To assist the Business Support Manager/RFO with the day to day financial running of the Consortium and Boards finances which includes banking, supplier payments, customer invoices and payroll function.
2. To receive cash, cheque and debit/credit card payments for drainage rates and other invoices and arrange refunds where necessary, updating the relevant computer system accordingly (DRS and Sage).

3. To log business case forms and prepare purchase orders
4. To prepare supplier invoices for payment using Sage
5. To prepare customer invoices/requests for payment using Sage
6. To prepare payroll on a monthly basis using Sage Payroll and ensure that pension returns and payments are made and HMRC paid in a timely fashion.
7. To prepare VAT (Making Tax Digital) returns using sage on a monthly basis
8. To assist with administrative matters when required

PRIMARY DUTIES

1. To check the bank balances of each board daily using the Nat West Bankline system. Note any receipts to be entered into Sage. Rate receipts are entered into the DRS system then uploaded into Sage. Where balances are either low or in the red process the necessary transfer and where balances are high agree with the Business Support Manager/RFO the treatment of the surplus funds.
2. To ensure the business case process is followed and advise the Business Support Manager/RFO of any non-conformity.
3. To check that supplier invoices are approved by the correct officer before entering into Sage for payment
4. To prepare payment files in Sage to import into the Bankline system for supplier payments.
5. To prepare any Rate refunds for payment.
6. To prepare any payments to Board members for their expenses and payment to Board Chairmen for their allowance.
7. To check all timesheets and expense claim forms have been received and chase where necessary. Once received check they have been signed by line managers, receipts match the expenses claimed before entering them into Sage payroll.
8. To run payroll and import payment file into Bankline for each relevant Board and complete the ONS monthly staff survey

9. To run the VAT process and ensure that the return is made to HMRC on time using Making Tax Digital. Check the payment/refund is made/received and is correctly accounted for in Sage.
10. To receive all Drainage Rate payments in any form, enter them into DRS then imported into Sage. Carry out a reconciliation between DRS and Sage on a monthly basis.
11. LDC Receipts
12. To carry out a bank reconciliation on receipt of statements from Nat West or other banking institutions with Sage
13. To bank cash/cheque receipts to the nearest bank/post office in a timely manner. Mobile banking
14. To keep supplier invoices linked to Sage.
15. To assist with the inter account transfers between boards
16. To make purchases using a GPC as required after a valid business case has been received and follow the GPC process.
17. To produce the monthly GPC statements and disseminate to the card holders for them to complete the transaction log.
18. To ensure Special Levy notices are sent to all relevant councils after rate setting meeting and send reminders for the second instalments.
19. To receive project code number requests and input into Sage
20. To raise invoices to external bodies from information on timesheets and from any requests to raise invoices.
21. To assist with the fixed asset list and inventory of offices and storage yards, including stock takes (not limited to Padlocks and Piles)
22. To assist with the Annual Rate setting process within DRS and any other duties as required with agreement from the Director of Finance.
23. To assist the GIS officer with Telemetry imports

SECONDARY DUTIES

- 24. To provide cover when the receptionist/Admin assistant is not available.
- 25. To provide minute taking cover in the absence of the Deputy Clerk for any Board meeting.
- 26. To undertake such other activities from time to time that are consistent with the seniority and nature of the role and may reasonably be required
- 27. Build positive working relationships internally and externally

Authority (e.g., Line Management etc.)

None

PART D — SKILLS & KNOWLEDGE PROFILE

Core Competences – required background experience and attributes:

Professional/External qualifications required:	
Essential:	5 GCSE at grade 4 or higher including maths and English.
Desirable:	AAT
Learning & Development:	
Pre-Joining Essential:	1. Proficiency in Microsoft Office applications (WORD, OUTLOOK and EXCEL)
Pre-Joining Desirable:	1. Proficiency in Microsoft Office applications (PUBLISHER and POWERPOINT) 2. Knowledge of Sage
Post-Joining:	Knowledge of SAGE accounting and Sage payroll systems. Knowledge and operation of DRS Understanding of the Land Drainage Consent process

Part E — Additional Requirements

Health & Safety:
Post holder must be fully acquainted with the Board's Health & Safety Policy and procedures and complete all mandatory H&S training.
Equality & Diversity & Inclusion:
Post holder must adhere to the Boards' Equality, Diversity & Inclusion Policy and complete all mandatory training.
Learning & Development:
Post holder is responsible for ensuring that his/her training needs are identified and agreed with his/her line manager and reviewed annually.
Security:
The post holder must complete all mandatory security training, comply with the Board's security policies and procedures and promptly report any suspected or actual security incident and/or breach.
Other Requirements:
Valid in-date Full Driving Licence to be held