



## **Job Description**

**Post Title:** Finance Assistant – Full Time

**Service:** Finance

**Grade:** D - E

**Responsible To:** Payroll and Finance Manager

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### **Job Summary:**

To be a multi-skilled member of the Finance Department. To be able to undertake all finance functions as listed under main activities below, as allocated by the Service Manager. To provide Finance support as required to the rest of the council and any appropriate customers. To undertake professional qualifications with the ambition of becoming a Chartered Accountant.

### **Main Activities:**

1. Cashiering: Identification and allocation of cash and cheques received to ensure that payments feed through correctly to customer accounts and ledger codes. Investigate queries from other departments regarding missing payments or unallocated monies; reallocate to correct codes if necessary.
2. Accounts Payable: To ensure that all invoices received by the Council are appropriately processed through to payment.
3. Rents: Responsible for rent credit control, contacting customers by phone and/or by letter, chasing payment and agreeing payment plans. Also responsible for referring debts to Legal or Debt Collection Agency and then monitoring progress.
4. Loans: Responsible for checking contracts for the Councils Homeless Loans scheme, loans credit control, contacting customers by phone and/or by letter, chasing payment and agreeing payment plans.
5. Parking Permits: Administration for the sale of parking permits.
6. Maintain written procedures that can be followed for all tasks undertaken.
7. To undertake training and development to progress a career within Finance.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**