



## **Job Description**

**Post Title:** Finance Assistant

**Service:** Finance, Procurement & Parking

**Grade:** Career Graded 2-3

**Responsible To:** Payroll and Finance Manager

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**Job Summary:** A multi-skilled member of the Finance Department; able to undertake all finance functions as listed under main activities below as allocated by the Service Manager, and provide finance support as required to the rest of the Council and any appropriate customers.

### **Main Activities:**

#### **1. Cashiering**

1.1 Identification and allocation of cash and cheques received to ensure that payments feed through correctly to customer accounts and ledger codes.

1.2 Check and process income and returns received from other departments, ensuring that they are correctly coded and balanced.

1.3 Maintain bank suspense reports; identify and allocate payments to correct codes, liaising with the bank and clients where necessary.

1.4 Investigate queries from other departments regarding missing payments or unallocated monies; reallocate to correct codes if necessary.

1.5 Maintain and balance petty cash for the Council.

#### **2. Accounts Payable**

2.1 To ensure that all invoices received by the Council are saved, registered and workflowed to the appropriate authorised signatory.

2.2 To ensure that all Construction Industry Scheme (CIS) reporting is submitted on a timely basis.

2.3 Involvement in and support of weekly payment runs including calculation and validation of any interest payments

### **3. Rents**

3.1 Monitor rent accounts using the rents system, interpret system reports and manage any errors or rejected items.

3.2 Liaise with the Housing and Housing Benefits departments to determine the status of rent accounts and appropriate debt recovery action.

3.3 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.

3.4 Identify and accurately allocate cash and cheques received so that payments feed through correctly to customers' accounts and ledger codes and check/process income and returns received from other departments.

3.5 Reconcile parking income from the cash collection contractor and highlight discrepancies.

### **4. Loans**

4.1 Responsible for checking contracts for the Council's Homeless Loans scheme, loans credit control, contacting customers by phone and/or by letter, chasing payment and agreeing payment plans.

4.2 Also responsible for referring debts to Legal, Debt Collection Agency or taking through the small claims court and monitoring progress.

4.3 Proposing accounts for write off at year end and reconciling the council's loan account on the balance sheet.

5. Responsible for administrative duties including the opening of the post, redirecting the accounts receivable and accounts payable email inbox, taking card payments over the telephone and counting cash received.

6. Maintain written procedures that can be followed for all tasks undertaken.

7. To be aware of and exercise personal responsibilities under the Health and Safety at Work Act and other related matters.

**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.**