

NEWBURY TOWN COUNCIL

JOB DESCRIPTION

POST:	Finance Officer (Apprentice)
RESPONSIBLE TO:	Finance & Corporate Services Manager
SALARY SCALE:	SCP 2-3 (£23,656-£24,027 – pay award pending)
POST HOLDER:	
DATE APPOINTED:	
DATE EMPLOYED:	

BACKGROUND

Newbury Town Council is a forward-thinking local authority committed to enhancing the quality of life for residents and businesses. We manage key services that fall outside the jurisdiction of West Berkshire Council, including markets, parks and gardens, cemeteries, and allotments. The Council operates with an annual turnover of approximately £2 million.

JOB DETAILS

Reporting to the Responsible Finance Officer (RFO) / Finance & Corporate Services Manager (FCSM), the postholder will play a vital role in supporting the Council's financial operations. They must demonstrate flexibility, professionalism, and confidence in dealing with various stakeholders, including the public, suppliers, and elected members.

The Finance Team comprises the RFO/FCSM, Senior Accounts Officer, and Finance Officer (Apprentice). The team ensures the Council's finances are managed in accordance with Financial Regulations and supports officers in procurement.

The postholder will assist in the smooth operation of financial and administrative processes under the daily supervision of the Senior Accounts Officer.

As part of the apprenticeship, 20% of working hours will be dedicated to off-the-job training, working towards AAT Levels 2 & 3, alongside local authority-specific training such as the Financial Introduction to Local Council Administration (FILCA).

MAIN DUTIES AND RESPONSIBILITIES

Purchase/Sales Ledgers & Bank Reconciliation

- Process purchase invoices, match them with signed purchase orders, and input data into the RBS Omega cloud-based accounts system.
- Raise sales invoices and assist with credit control to ensure timely payments.
- Handle public enquiries via phone and in person, providing guidance and processing card payments as required.
- Scan and save business card receipts, ensuring proper cost coding for reconciliation.
- Review monthly direct debits to verify expected charges.
- Assist with month-end and year-end financial closures, ensuring deadlines are met.

Contracts Management

- Maintain and update the contract register, notifying Lead Officers of upcoming renewals and tracking progress.
- Record monthly utility meter readings (gas, water, electricity) and monitor usage against invoices for accuracy.
- Collate utility consumption data for the Climate Emergency Sub-Committee.

Grants Administration

- Support the RFO with the Grants Sub-Committee, coordinating and publishing agendas, advising on available funds, recording minutes and processing grant payments.

Asset Management

- Work with the RFO and Council Officers to update and maintain the Asset Register.

Financial Administration

- Prepare documentation for the Internal Auditor as required.
- Support the Senior Accounts Officer with financial administration tasks.
- Report any financial anomalies to the Finance & Corporate Services Manager.
- Support the RFO in the preparation of papers for the Policy & Resources Committee, its sub-committees and working groups.
- Perform general administrative tasks, including scanning, uploading, photocopying, filing, and archiving.

General Responsibilities

- Undertake other duties consistent with the role.
- Be available to work flexible hours, including evenings, weekends, and bank holidays if necessary.
- Adhere to all Council policies, including GDPR and Health & Safety.
- Uphold the values of Newbury Town Council, treating colleagues, Councillors, partners, and the public with respect and equality.

PERSON SPECIFICATION

Area	Essential	Desirable
QUALIFICATIONS & EXPERIENCE		
5 GCSE's grades 9 – 4 including English Language and Mathematics (or predicted)	Y	
Demonstrable interest in this role	Y	
SKILLS & KNOWLEDGE		
Excellent communication skills, both written and verbal	Y	
Excellent numeracy skills	Y	
Excellent time management and organizational skills	Y	
IT literate with experience of using Microsoft Office including word documents and excel spreadsheets.	Y	
Experience of using cloud-based finance programs		Y
Some knowledge of Local Government functions and structures		Y
ATTRIBUTES		

Ability to work as part of a small team	Y	
Good customer service	Y	
Excellent accuracy and strong attention to detail	Y	
Motivated to develop and learn new skills	Y	
Adaptable and flexible to deal with changing priorities & deadlines	Y	
Interest in local government law and financial processes	Y	
Reliable and punctual	Y	
Open and transparent in your day to day working – e.g. if an error is made.	Y	
Ability not to share sensitive or confidential information outside the Team.	Y	

Newbury Town Council - General Officer Requirements

The post holder is required to contribute to the achievement of the Council's objectives through:

- Customer Service**
 When working for the Council, all employees are ambassadors of the Council and are expected to be courteous, helpful and professional when dealing with the public, the elected members of the Council and with colleagues.
- Equalities**
 Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- Corporate Responsibility**
 The postholder will be a part of the Council team and will be expected to support the Council's Strategy and corporate objectives in all aspects of their work.
- Climate Change**
 Delivering energy conservation practices in line with the Council's climate change strategy.
- Health and Safety**
 Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.