

LOOE TOWN COUNCIL

JOB DESCRIPTION



JOB TITLE:	FINANCE OFFICER
REPORTS TO:	RESPONSIBLE FINANCE OFFICER
PLACE OF WORK:	LOOE TOWN COUNCIL OFFICES
HOURS & SALARY:	20 hours pw. SCP 9-12 £27,254 - £28,598 pro rata
DATE:	2 nd March 2026

MAIN PURPOSE OF JOB:
To support the Responsible Finance Officer in the effective delivery of the Council's financial operations, ensuring accuracy, compliance and efficiency across day-to-day financial activities.

KEY ACCOUNTABILITIES:	
1.	Process purchase and sales invoices accurately and efficiently
2.	Manage supplier statements and complete reconciliations of supplier accounts
3.	Maintain accurate and up-to-date financial records, including spreadsheets and supporting documentation
4.	Balance, record and bank monies received in accordance with Council procedures
5.	Respond to and resolve financial queries from internal and external sources in an efficient and professional manner
6.	Administer the Council's Community Grants Programme, obtaining and maintaining appropriate records and controls
7.	Record and maintain the Council's Asset Register, including logging asset acquisitions and disposals
8.	Assist with bank reconciliations, preparation of financial reports for the Finance & Strategy Committee along with occasional attendance of these meetings
9.	Assist with the preparation and processing of monthly payroll, ensuring accuracy and confidentiality at all times
10.	Provide general financial and administrative support to the Responsible Finance Officer, including ad-hoc tasks and reporting as required

PEOPLE MANAGEMENT	n/a
CREATIVITY & INNOVATION	Regular finance tasks will need to be completed accurately and in a timely manner but the job holder can review processes and suggest efficiencies.
CONTACTS & RELATIONSHIPS	The Finance Officer will be working in a small team so the ability to settle into the team and build relationships will be important. The Finance Officer will also need to work closely with Councillors, especially the Chair of the Finance and Strategy Committee.
DECISIONS	n/a

(DISCRETION & CONSEQUENCES)	
RESOURCES	The jobholder is issued with a laptop.
WORKING ENVIRONMENT – DEMANDS	The Finance Officer will occasionally be asked for information or help that may interrupt tasks. The Finance Officer will need to be organised and aware of deadlines such as when preparing for a Finance & Strategy Committee meeting.
WORKING ENVIRONMENT – PHYSICAL EFFORT	Accessible office based role
WORKING ENVIRONMENT – CONDITIONS	Office based role
WORKING ENVIRONMENT – CONTEXT	Office based – regular VDU user
KEY KNOWLEDGE & SKILLS REQUIRED	<ul style="list-style-type: none"> • Strong numerical ability with a high level of accuracy and attention to detail • Sound understanding of basic financial processes, including accounts payable and accounts receivable • Working knowledge of Sage 50 accounting system, or similar financial management system • AAT qualified, currently studying towards an AAT or equivalent finance qualification, or able to demonstrate relevant experience gained in a previous finance assistant role or similar • Ability to work accurately, methodically and managing to meet deadlines • Competent IT skills including Microsoft Office applications along with Excel • Experience of operating financial controls and adhering to financial procedures • Good understanding of confidentiality, data protection, and GDPR requirements • Experience in cash and card handling including reconciliation and reporting processes • Experience of administering grants or funding schemes, with appropriate record keeping • Possess good interpersonal skills including a proactive positive attitude • Experience of providing services to customers and a passion for great service
SIGNED BY JOBHOLDER:	NAME -
SIGNED BY LINE MANAGER:	NAME -