



## **Vacancy: Finance Officer to start ASAP**

<b>Employer:</b>	Shrivenham Parish Council
<b>Hours:</b>	21 hours per week part-time (all office-based)
<b>Location:</b>	Parish Office, Memorial Hall, Highworth Rd, Shrivenham
<b>Direct report to:</b>	Parish Clerk (who is also the Responsible Financial Officer)
<b>Start date:</b>	ASAP pending successful interviews, references and approval of Parish Council
<b>Salary:</b>	£31,000+ <b>pro rata</b> depending on proven experience and qualifications
<b>Deadline:</b>	Covering letter detailing your suitability to this role and CV to <a href="mailto:clerk@shrivenham.org">clerk@shrivenham.org</a> by 9:00 6 August 2026*

*\* If a suitable candidate is found before the deadline, we will close the application window. Conversely, if a suitable candidate is not found by this deadline, the application window will be extended.*

### **Job Description**

#### **Baseline Duties & Responsibilities**

#### **Purpose of the Role**

The Finance Officer is a Senior Officer role and is responsible for the efficient day-to-day administration of the Council's financial affairs. The postholder will work closely with the Parish Clerk (Responsible Financial Officer or 'RFO') to ensure that the Council's finances are managed accurately, transparently and in accordance with legislation, proper accounting practices, Financial Regulations and Council policies.

Shrivenham Parish Council is the sole managing trustee for the Viscountess Barrington Trust (VBT) which is responsible for the Memorial Hall, Sports Pavilion and Recreation ground. The postholder will be responsible for managing the charity accounts in accordance with charity law and the Statement of Financial Activities (SoFA) produced by the Charity Commission.

#### **Main Responsibilities**

### **Financial Management**

- Maintain the Council and the VBT accounting system and financial records
- Process purchase invoices, receipts and payments
- Prepare payment schedules for Council and Trust approval
- Complete monthly bank reconciliations
- Monitor cash flow and balances
- Raise sales invoices where appropriate
- Maintain the asset registers for the Council and the Trust
- Prepare and submit VAT reports quarterly

### **Budget Monitoring**

- Assist the Clerk in preparing the annual budget and precept
- Assist the Clerk as Secretary to the Trust in preparing its annual budget
- Produce monthly management accounts and budget monitoring reports
- Monitor expenditure against approved budgets and highlight any variances
- Assist with long-term financial planning

### **Year-End and Audit**

- Prepare year-end accounts and supporting working papers
- Liaise with the Internal Auditor and External Auditor
- Assist the Clerk with the Annual Governance and Accountability Return (AGAR)
- Maintain records to ensure compliance with audit requirements

### **Payroll**

- Administer payroll, working with the Clerk
- Ensure PAYE, National Insurance and pension deductions are processed correctly
- Maintain payroll records and statutory returns

### **Banking and Controls**

- Prepare electronic payment files
- Assist with banking administration
- Ensure financial controls are followed
- Help maintain compliance with the Council's Financial Regulations

### **Support to the Clerk and Council**

- Prepare financial reports for Council, Trust and committee meetings
- Attend evening meetings when required to present financial information

- Respond to finance-related enquiries from councillors, suppliers and residents
- Support the Clerk in maintaining effective financial governance
- Undertake other duties appropriate to the post

### **Allotments & Parish Cemetery**

- Billing and invoices for allotments working with the Administration Officer.
- Billing and invoices for Parish cemetery working with the Administration Officer. Ensure official burial documents are correct. Liaise with bereaved residents, funeral directors and the grave digger to ensure an efficient and calm experience.

## **Person Specification**

### **Essential**

- Bookkeeping or finance administration experience
- AAT Level 3 (or equivalent experience)
- Excellent numerical and analytical skills
- Excellent verbal and written communication skills
- This is a public-facing role that requires a person who has fantastic people skills. The person must have the patience to help others of all ages and backgrounds. This role would suit someone who is respectful and community minded.
- Experience using accounting software and Microsoft Excel
- High level of accuracy and attention to detail
- Ability to prioritise work and meet deadlines
- Level-headed, practical with a can-do spirit. The role suits someone who can adapt quickly to changing situations and use well-judged and well-informed autonomy. The Clerk will guide and support the new Finance Officer and training will be offered if needed, i.e. SLCC's Introduction to Local Council Administration (ILCA)
- Strong communication and organisational skills
- Ability to maintain confidentiality
- **We recognise that great candidates don't always meet every requirement.** If you have most of the essential skills and are excited about the role, we'd encourage you to apply. We're committed to supporting your development through guidance and training, offering opportunities to learn and grow in the role.

### **Desirable**

- Experience working for a parish, town or local authority
- Knowledge of AGAR and local government accounting
- Knowledge of SoFA and charity accounts

- Understanding local council Financial Regulations
- Experience with Rialtas, Scribe or similar accounting software
- Experience of HMRC PAYE software
- AAT Level 4 or higher qualification

**Benefits**

- Pension Scheme
- Generous annual leave
- Training and professional development
- Supportive team environment

Please send a covering letter along with your CV to Liza Whitney, Parish Clerk & RFO [clerk@shrivenham.org](mailto:clerk@shrivenham.org) or call the Parish Office on 01793 782925 to find out more.