



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Post No:	Grade:
Finance Assistant		LC2 – Scale point 24-28 (£36,581 - £40,444)
Location:	Hours:	Contract:
Hereford Town Hall see below re home working	Part Time 20 Hours per week	Permanent following probationary period completion
Organisational Information:		
Responsible to: Town Clerk & Responsible Financial Officer		
Professionally responsible to: Town Clerk		
Quantifiable measures relating to the post: (e.g. number of staff managed, budget)		
Responsible for: N/A		
Key relationships/functional links with: (main relationships with people inside and outside the organisation that the post holder will come in to contact with during the course of their work)		
Internal: Clerk, all other colleagues, councillors		
External: General public, auditors		
Main Purpose of Job:		
The Finance Assistant will report directly to the Responsible Financial Officer and play a key role in supporting the council's financial management. The postholder will help maintain the accuracy, integrity and compliance of all financial processes, contributing to the smooth running of council services.		
Main Responsibilities/Accountabilities/Key Result Areas:		
- To assist the RFO by inputting information into the councils digital accounting systems, raising and working on Excel spreadsheets and acting as an internal control. - To assist with all usual accounting functions including invoicing, banking preparations, statutory returns, assisting with purchase quotes, raising of purchase orders for approved quotes and electronic payment input to the council's bank account. - Processing supplier invoices and credit cards transactions accurately and promptly, matching them with supporting documentation and ensuring each invoice is approved in line with councils' procedure.		

- To assist in the preparation of payroll data
- To assist in the preparation of financial reports and other documents as required
- To assist in the administration of Council's grants and SLA's
- To assist in the administration of any statutory logs and registers
- To assist with the internal and external audit requirements
- To assist with VAT compliance, ensuring it is applied and recorded correctly.
- To assist with any other accounting functions in accordance with Hereford City Councils Financial Regulations
- To attend meetings as required, this may include some evening meetings
- To support others with general office administration as required
- To undertake all duties in accordance with HCC Policies, especially those relating to financial regulations, equal opportunities, health, safety and wellbeing at work
- To always represent and promote the service and the council positively
- To carry out any other duties as may be required by the Council from time to time, commensurate with the grade of the post.
- To assist in the verifying, updating and publishing an annual inventory of assets, including furniture, office equipment and civic treasures.

Person Specification:

Qualifications:

Educated to GCSE level 4 inc. Maths and English at Grade 5 or above or equivalent.

Evidence of continued professional training, skills enhancement and development through career.

Technical proficiency in MS Office 365 including Excel.

Knowledge of local government finances and relevant legislation

Desirable:

AAT Qualification level 3

Experience:

Experience working within local government or public sector finance environment

Skills:

Strong communication skills with excellent organisational and time management abilities

Competent in digital systems and financial software

Strong numerical and analytical skills and motivated to learn and develop new skills

Demonstrates confidentiality and integrity in handling sensitive information

Competences:

High level of financial accuracy and strong attention to detail

Reliable, punctual and dependable and an effective team player

Adaptability and flexible in response to changing priorities

Working Conditions:

Based at Hereford Town Hall with flexible working available by agreement

Occasional travel for meetings, training or other work-related activities

Salary and Benefits:

Competitive salary commensurate with experience and qualifications

Local Government Pension scheme

26 days holiday per year (includes 3 mandatory days between Christmas and New Year) increasing after five years to 27 days – pro rotated based on 20 hrs = 112hrs p/a (including mandatory Christmas Leave)

Other Information:

1. The post holder is required to work occasional evenings and weekends.
2. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.
3. All employees must be able to commit to Hereford City Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
4. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
5. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
6. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
7. The organisation has a no smoking or vaping policy. Staff are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.
8. The normal work place is the Town Hall.

Line Manager Name:	Date:
Kim Carpenter Town Clerk/Responsible Financial Officer	
Date Job Description last reviewed:	
31 st July 2026	