**LEDBURY TOWN COUNCIL**

**JOB DESCRIPTION**

**ACCOUNTS/BURIALS CLERK**

**Job Grade:** SCP Range: 13-17

**Salary:** £22,627 - £24,491

**Contracted Hours:** 30 hours per week

**Contracted Days:** Monday – Friday inclusive

**Contract Type:** Part time – Permanent

**Responsible To:** Town Clerk

**Based At:** LTC Main office

**Car User:** Casual User Only

**Job Description Date:** December 2020

**Politically Restricted Post?** No

**Enhanced CRB Check?** No

**Purpose of the Role:**

* To assist the Town Clerk in managing the Council’s accounts workflow
* Prepares accounting reports and track accounts payable
* To undertake all aspects of cemetery administration to ensure the smooth operation of the cemetery and associated services

**Financial Responsibilities**

1. To undertake and maintain all financial arrangements of Ledbury Town Council, acting as the primary finance contact for the day to day and on-going financial management of the Council all in accordance with the Financial Regulations of the Council

2. To produce accurate and timely financial management information for the Clerk and Councillors as required and requested.

3. To maintain accurate electronic records of the Councils financial management via its software package RBS Software (Omega)

4. To prepare and undertake salary payments in accordance with PAYE, NI and Pension requirements

5. To manage Council grants, VAT returns, S106, CIL monies, annual returns etc.

6. To attend external meetings of the Council as required, acting as the Council’s representative

7. To liaise with and develop relationships with stakeholders and third parties as required

**Cemetery Responsibilities**

1. To receive and action requests for interments from funeral directors

2. To provide interment orders to the cemetery groundsman

3. To receive and action requests for the Transfer of Exclusive Right of Burial Deeds

4. To receive and action requests for the installation of memorial stones

5. To maintain all cemetery related records as required using the RBS Software programme for Cemeteries

6. To deal with all cemetery related enquiries from funeral directors, memorial masons and members of the public

**PERSON SPECIFICATION**

**ACCOUONTS CLERK/BURIALS OFFICER**

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|  | **Essential**  | **Desirable**  |
| **Educational qualifications** | Educated GCSE Level 3 or above in English and Maths or equivalent  | Relevant professional qualification i.e. AAT or ACCA |
| **Work Experience**  | At least two-years’ experience in an accountancy role  | Experience of finances in Local Government setting  |
|  | Knowledge of financial accounting software systems | Knowledge of RBS Omega system |
|  |   | Experience of working to deadlines in a structured environment |
| **Skills, Knowledge and aptitude** | ICT Literate and competent user of MS Office software |   |
|  | Communication skills: face to face, written, social media and website | Understanding of Health & Safety  |
|  | Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence | Understanding of Risk Management and preparation or Risk assessments |
|  |  | Knowledge or experience of working in cemeteries (Local Authorities Cemetery Order 1977) |
|  | Knowledge of GDPR and FOI | Well organised and able to prioritise workload |
|  | Able to work on own initiative and as part of a team | Full clean driving licence and own transport |
|  | Self-motivated and able to problem solve |  |
| **Other**  | Committed to continuous development within the sector  |  |
|  | To demonstrate or be prepared to acquire knowledge of the Town and County  |  |
|  | Ability to work flexibly, including attending evening meetings and weekend events |  |