

Witham Fourth District Internal Drainage Board



Job Description: Finance Officer

Salary: Grade 3 – Spine Point 12: £21,526 for a 37.5 hour role

Hours to be agreed but will be office based and 20-24 hours spread over 4/5 days

Other Benefits: Final Salary Pension Scheme, enhanced sickness allowance, 23 days holiday (rising to 27 days) + 3 statutory days + bank holidays (all pro-rata)

Start Date: May/June 2024

Reports to:

Chief Executive

Responsible for:

Supporting the usual accounts team by covering the accounting and administrative tasks of the Finance Office. This includes accounting for the purchasing and payroll of the Board together with other administrative procedures.

Weekly Tasks: The position has shared responsibility for each task unless marked otherwise.

1. Process all orders, delivery notes and invoices for payment
2. Contact suppliers to manage any queries
3. Correctly code and post invoices
4. Assemble payment approval documents and obtain approval for payments
5. Run off cheques and fuel Payments list for approval
6. Monitor group emails and ensure relevant emails are responded to.
7. Deal with visitors to the office
8. Support other office team members as required.
9. Support Chief Executive and Engineering Office as required.
10. Answer the phone to deal with enquiries
11. Answer the phone to take payments from ratepayers/letters
12. Keep cost centre and nominal code files up to date.
13. Make sure office stock and supplies are ordered when low.
14. Preparing letter, memos and emails as required.
15. Organising meetings and preparing meeting rooms with refreshments.

Payroll

16. Calculate weekly timesheets
17. Ensure timesheets are fully coded for processing
18. Liaise with Engineering Team with any queries
19. Post timesheet forms onto OPENS
20. Process any changes to employees including new starters/leavers