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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Finance Technician

**GRADE :** Grade F

**POST NO :** 2459

**DIRECTORATE :** Finance

**UNIT :** Accountancy

**RESPONSIBLE TO :** Corporate Finance Officer

**SUPERVISORY**

**RESPONSIBILITY FOR :** No Staff

**LIAISON WITH :** Middle and lower levels of management and staff in all Directorates, Strata Service Solutions Ltd (IT services), external bodies e.g. other local authorities, software providers, bank

**PURPOSE OF JOB**

To support the finance team in the achievement of their aims and objectives with primary responsibility for a range of reconciliations, recharges and journal entries, VAT returns, bank liaison and support for the financial systems.

# MAIN ACTIVITIES

### Reconciliations

To undertake a number of the following:

1. To reconcile various Payroll deduction schemes
2. Daily Bank Reconciliation and preparation of monthly Bank Reconciliation
3. Housing Rents reconciliation
4. To reconcile income and refunds in respect of Council Tax
5. To reconcile income and refunds in respect of Business Rates
6. Sundry Debtor reconciliation

**Cheques, BACS and Direct Debit Runs**

1. To co-ordinate the monthly rota for running the cheques, BACS and Direct Debit runs by various Finance Officers
2. To participate in the rota for running the cheques, BACS and Direct Debit runs in order to ensure sufficient cover is in place

**Recharges and Journal Entries**

To undertake either:

1. To deal with recharges for IT services provided by Strata Service Solutions Ltd (a shared service with East Devon District Council, Teignbridge District Council and Exeter City Council)
2. To ensure that all payments by corporate credit card are processed in the financial ledger

**Financial System Support**

To undertake

**System Development**

1. Assist with system development testing
2. Assist with resolving financial system issues (e.g. reporting faults and notifying users)
3. Close the Purchase Ledger period each month
4. Produce periodic financial reports

**System Administration**

1. Setting up users (allocation permissions)
2. Re-setting passwords
3. Importing/exporting files from other feeder systems and investigate discrepancies

**Insurance**

1. To liaise with the Council’s Insurer and broker on all aspects of insurance and risk management and oversee the claims handling process.
2. To inform management of insurance matters as required.
3. To provide an appropriate point of contact for all Directorate enquiries.
4. To prepare reports and statistics as required.
5. To calculate and allocate Insurance premiums to budgets and to make any year-end adjustments
6. To support on the implementation and monitoring of risk management procedures.

**Mortgages**

1. To monitor reports on the progress of the outsourced mortgage administration service and to act as main point of contact.
2. To inform management of any issues arising as required.

**Treasury Management**

1. Undertake the daily analysis of the Council’s bank accounts to determine the cash-flow position of the Council

**VAT**

1. Production of monthly VAT returns for the Council
2. To ensure the VAT suspense account is cleared

### Accountancy Support / Cover

1. To provide support to the Accountants as appropriate

### Other

1. To undertake any other duties commensurate with the grade

**DATE LAST UPDATED:** June 2018