

# ACCOUNTS CLERK

## JOB DESCRIPTION

The Parish Council is seeking an Accounts Clerk to keep accurate monthly records on its Omega accounts software. Experience of Accounts Software is essential, experience of Omega is desirable. Key attributes are numeracy, an ability to pay attention to detail and reliability.

### **JOB DESCRIPTION**

#### **Main Duties**

To keep monthly accounts for the Parish Council to be submitted to Full Council on a quarterly basis.

#### **Specific Duties**

Prepare monthly income and expenditure accounts and bank reconciliation using Omega software. This includes:

- Inputting sales and purchase invoices and performing bank reconciliation
- Inputting staff salaries, pensions and NI and associated journal entries
- Submitting quarterly VAT returns
- Producing monthly reports to the Clerk
  - Trial Balance
  - Profit and Loss
  - Income & Expenditure
  - Reserves
- Updating annual budget on the accounts
- Updating product price changes as appropriate.
- Assistance in preparation of annual accounts for year-end and audit.

#### **Other Duties**

All other duties of a like nature as required or directed.

#### **Hours of Work**

8-12 hours per month, depending on workload e.g. year-end

#### **Place of Work**

Parish Office, The Old School Building, Main Street, Burton Joyce. Note it this is an office based role.

#### **Pay**

SCP Point 17 (£12.73 per hour)

For an application form please contact the Parish Clerk on 0115 931 4084 or email [parishclerk@burtonjoyceparishcouncil.org.uk](mailto:parishclerk@burtonjoyceparishcouncil.org.uk). Closing date for applications Friday 7<sup>th</sup> May at 5pm.