

Goole Town Council

Finance & Admin Assistant (Apprentice)

Job Description

Background

Goole Town Council is an innovative local council dedicated to improving life in the town for those who live and work here. Our main role is to lead on services which do not fall under the jurisdiction of East Riding of Yorkshire Council, including delivering markets, looking after parks & gardens and providing cultural experiences through our award-winning Cinema and Theatre: Junction.

The Finance & Admin Assistant (Apprentice) supports all elements of our financial and administrative undertakings.

Job Details

Reporting to the Responsible Finance Officer / Deputy Town Clerk, the postholder will demonstrate a passion for the work of Goole Town Council in improving out town for all who live and work here. The postholder will have good attention to detail and be highly organised. They must demonstrate flexibility in dealing with the demands of a small organisation and have confidence in dealing with a variety of stakeholders, including members of the public, suppliers, and elected members. This post supports the finance and administration of a small organisation as well as supporting various projects undertaken by the Town Council.

Salary

- The role is offered as an Apprenticeship opportunity working towards a Level 3 Diploma for the Business Administrator (3473).
- The rate for the first year is £5/hr.
- A one off bonus of £500 will be paid on the first anniversary - subject to successful completion of both an appraisal and satisfactory progress towards completing work on the apprenticeship course.
- In the second year the rate will increase to the National Living Wage as set by the government.
- Uniform will be provided.

Duties

Finance related

- Assist the Responsible Finance Officer / Deputy Town Clerk and Finance Admin Assistant(s) with the sales and purchase ledger
- Assist the Responsible Finance Officer / Deputy Town Clerk and Finance Admin Assistant(s) in carrying out monthly shutdowns and year end accounting
- Processing monthly direct debits
- Assist with the collection of monies owed to Goole Town Council, for example, raising statements of accounts to debtors

Admin related

- Monitor and submit meter readings to utility companies, and issue utility usage data to monitoring platforms and Environmental Working Party
- Update tenant utility usage and reports for invoicing (i.e. café bar at Junction, Green Team at West Park etc)
- Monitor public-facing email accounts, investigate and inform appropriate staff, resolving queries wherever possible
- Input daily sales and any other cash/allocated invoice sales
- Provide support to reception including customer sales (Box Office, Council projects)
- Draft show settlement reports reconciling income and charges levied against Hire/Performance Agreements and pass on to Senior Administrator/Arts Programme Manager
- Report weekly sales (e.g. cinema box office returns to distributors/Comscore, sales updates to partner organisations/visiting companies)
- Support with general marketing/communications requirements to promote Goole Town Council and its activities, including (but not limited to) those delivered via Junction (Theatre and Cinema)
- General administrative duties: filing, photocopying, archiving, distributing

General

- Carry out other relevant duties as required by and commensurate with the role
 - Take responsibility for upholding and complying with the Council's Equality and Diversity policies and for behaving in ways consistent with fair and equal treatment for all
 - Champion environmental standards to reduce the Council's carbon footprint and achieve targets as set in the Environmental Action Plan
 - Collect and manage data in line with the Council's Data Protection (GDPR) policies
 - Comply with all Council Health and Safety policies
 - Work in line with all Council Policies, including (but not limited to) the Child Protection Policy, Anti-Bullying Policy and those already noted
 - Be available to work flexible hours and weekends and bank holidays as necessary
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