

# Meopham Parish Council

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## JOB DESCRIPTION – FINANCE & GRANTS OFFICER

### GENERAL RESPONSIBILITIES

The Finance & Grants Officer to Meopham Parish Council will assist and support the Clerk & Responsible Financial Officer in managing the Council's day-to-day financial administration. This will include optimising the Council's financial systems and processes.

The Finance & Grants Officer will take responsibility for the council's fundraising strategy and identifying and securing alternative funding streams to support the delivery of council services, projects, and events.

### SPECIFIC RESPONSIBILITIES

1. To carry out the day-to-day management of the council's finance and accounting records on behalf of the Responsible Financial Officer. This includes the uploading of invoices/payment information to digital accounting software, making bank payments, monthly bank reconciliation and producing invoices for council tenants.
2. To prepare the quarterly VAT return for the Council
3. To produce financial reports (schedule of payments and budget monitoring report) for presentation to Council every month. Ensuring any significant variances in budget spending is brought to the attention of Council.
4. To prepare, in partnership with the Responsible Financial Officer, the annual budget for consideration by Council. To monitor the council's reserve levels and bring to the attention of Council when they fall below the recommended levels as set out in the Practitioners Guide
5. To assist and advise the Council in the formulation of a fundraising strategy for each council term, ensuring regular monitoring against identified income, and that alternative funding streams are sought in line with the agreed strategy. To monitor and search for funding opportunities through relevant publications and websites.
6. To submit applications and funding bids to grant awarding organisations, trusts and foundations, drawing upon input from the Clerk and Deputy Clerk. Work with principal-level councils and central government to maximise funding opportunities.
7. Manage relationships with funders including providing prompt and accurate information as required and fulfilling grant reporting requirements. Attend meetings with funders/potential funders as and when requested by the Clerk.
8. To identify and secure opportunities for funding via corporate sponsorship, individual giving schemes, low-level capital fundraising and high net worth individuals.
9. To manage the Council's annual Community Grant Scheme. Being the point of contact for voluntary and community groups. Ensuring applications are compliant with the Council's agreed grants policy and preparing a report on grant applications received for consideration

by Council.

10. Upon the instruction of the Clerk, to support parish based voluntary and community groups in identifying and securing their own grant funding opportunities to ensure best value is achieved with the Council's Community Grants Scheme.
11. To hold or work towards achieving the FILCA qualification and the CIOF 'Introduction to Fundraising' course as a minimum requirement for effectiveness in the position of Finance & Grants Officer to the Council.
12. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: e.g. membership of your professional body; The Society of Local Council Clerks and the Chartered Institute of Fundraising