

WITNEY TOWN COUNCIL

APPOINTMENT

OF

**FINANCE ASSISTANT**

RECRUITMENT INFORMATION

SEPTEMBER 2019

**WITNEY TOWN COUNCIL**

**INFORMATION BOOKLET**

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If you require any further information please contact Mr Adam Clapton, Office Manager at the address below.

If you have a disability and require any special arrangements in completing the application form or attending for interview please let me know.

**Witney Town Council**

**Town Hall**

**Market Square**

**Witney**

**OX28 6AG**

**Tel: 01993 704379**

**Fax: 01993 771893**

**E-mail:** **townclerk@witney-tc.gov.uk**

**CLOSING DATE FOR APPLICATIONS**

**9am on Wednesday 25 September 2019**

Completed applications should be marked

**PRIVATE & CONFIDENTIAL**

and addressed to the Town Clerk at the above address

**WITNEY TOWN COUNCIL**

**The Town of Witney**Witney is a thriving Cotswold Market Town with a population of approximately 28,000 and with a further planned increase. Shopping standards and facilities are good, Oxford is within easy reach with regular fast trains to London. It is within the West Oxfordshire District Council whose offices are also in Witney.**The Council**Witney Town Council was created in 1974 following the reorganisation of local government and the disbanding of Witney Urban District Council and is the largest parish within West Oxfordshire.

The residents are represented by 17 Councillors (covering 6 wards) each elected for a term of four years, the next elections being in May 2022. Each year the Council elects from amongst its Members the Town Mayor, Deputy Town Mayor and Leader.

The current political composition of the Council is 10 Labour & Co-operative, 6 Conservatives, and 1 Green.

The Council’s Mission Statement is:-

“To seek continuous improvement in the range and quality of services provided by Witney Town Council, in order to improve the quality of life for the people of Witney.”

##### Corporate Objectives

1. To represent the views and wishes of all the residents of Witney
2. To promote equality of access to all residents
3. To preserve the traditions and identity of the town
4. To work independently and in partnership with others to improve the quality of life, by developing and improving facilities and services to the highest standards, at economic cost
5. To encourage investment in the town, in order to promote the economic well-being of residents

**Functions of the Town Council**

The Town Council is responsible for the maintenance of many acres of public open spaces and numerous small areas of grass shrubs and trees situated on the scattered housing estates and the inner town sites. These include three parks and recreation grounds, a Lake & Country Park, and two cemeteries. There is also allotment land on four separate sites around the town, with a further site planned at the Windrush development to the west of the town.

The sports and recreational facilities consist of two cricket pitches, 12 football pitches, two bowls greens, 12 tennis courts, an adventure golf course and children’s play areas, with the tennis courts and adventure golf being run by an external party.

In addition, there is a Country Park of 29 hectares which includes a lake which has been developed by the Council to provide a natural environment for more tranquil leisure pursuits.

The general grounds maintenance contract for sports and amenity areas and the two cemeteries is currently held by a specialist commercial contractor but the Town Council’s direct labour team undertake burials, general maintenance and maintain the Country Park.

The Council employs a direct workforce of seven permanent staff who undertake general maintenance of the Council’s buildings and facilities and seasonal staff are employed as leisure facilities attendants.

The Council owns and administers two public halls, constituting the Corn Exchange in the heart of Witney and the self-contained Burwell Hall on the Thorney Leys Estate. The Council also owns the Langdale Hall and Madley Park Hall which are both currently run by external parties.

Many small operations – street furniture, tree planting and floral displays complete the readily identifiable Council’s functions, although the Council interests itself in anything that enhances the Town appearance and the pleasure of the townspeople.

Often the Town Council works in partnership with other authorities and local organisations, in particular West Oxfordshire District Council. The relationship between the Town Council’s Officers and Officers of the District Council and County Council is excellent and is of considerable benefit to all parties.

Provision of Services

In addition to the Town Council, Witney is served by West Oxfordshire District Council for services including the collection of Council Tax, refuse collection, environmental health, planning, leisure centres, etc. and Oxfordshire County Council provides education, social services, libraries, roads, street lighting, etc. Services provided by the Town Council include:

* Planning consultation
* Management of assets, e.g. allotments, lake & Country Park, parks and open spaces etc.
* Management of the Town Hall
* Provision of two public halls – Burwell and the Corn Exchange
* Management of the Tower Hill and Windrush cemeteries
* Administration of committee services
* Civic Functions

**Meetings**

Meetings are held in the Council Chamber in the Town Hall and the Corn Exchange, Witney and normally commence at either 6pm or 7pm as set at the beginning of each Council year by each Committee.

##### **Staffing Structure**

##### The Council’s staff implements the Council’s policies and administers and operates the functions and services set out above.

##### A copy of the staffing structure is enclosed.

**WITNEY TOWN COUNCIL STAFFING STRUCTURE 2019**

TOWN CLERK

**SHARON GROTH**

**VENUE MANAGER**

OFFICE MANAGER

**ADAM CLAPTON**

OPERATIONS & ESTATES OFFICER

**JOHN HICKMAN**

**FINANCE ASSISTANT**

COMMUNICATIONS OFFICER

**Polly Inness**

DEMOCRATIC SERVICES OFFICER

**Nicky Cayley**

CEMETERIES OFFICER

**Tracy Minns**

**COMPLIANCE & ENVIRONMENT OFFICER**

BOOKINGS ADMINISTRATOR

**Hollie Battson**

**EXTERNAL WORKS CONTRACTS:**

GROUND MAINT + OTHERS

**EXTERNAL SERVICE CONTRACTS:**

BARS

Maintenance Operatives

Mike Kingdon, Graham Leather, Mark Wiggins, Roger Penner, *VACANCY*

Caretakers

Andrew Jerrams, Peter Bachelor, *VACANCY*

Cleaners

Amanda Wilkinson, Garry Dealey, Robert Cripps

August 2019

SENIOR MAINT OPERATIVE x2

**John Silvey + VACANCY**

ADMIN ASSISTANT

**Clare Stringer**

CLEANERS X3

CARETAKERS X3

MAINTENANCE OPS x5

**VACANCY(1)**



FINANCE ASSISTANT

37 hrs per week – Salary scale 22,462 to £24,313 pa

We are looking for an enthusiastic and self-motivated person with all round experience in finance and administration to join our small friendly team based in the Town Hall. The successful applicant will support and assist both the Town Clerk/Responsible Finance Officer and the Office Manager with the day to day administration of the Council’s finances, as well as other administrative duties.

Ideally you will have a formal accounting qualification such as AAT although applicants who can demonstrate their suitability by experience will also be considered. You must be a fast learner with excellent IT skills, be highly organised and need to have good communication skills, be able to work independently as well as part of a team, sometimes under pressure to meet strict deadlines.

Applicants should have previous experience in a similar role and be able to have a flexible approach. Attendance at some evening meetings may be required for occasional cover of minute taking when the need arises. Previous experience of Local Government procedures, use of the Omega accounting package and processing payroll through the use of Sage would be advantageous, although not essential.

Benefits include: competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), cycle to work scheme, supportive working environment - access to Employee Assistance Programme. If you feel you are suitably qualified for this role please contact the Town Hall for an application pack or download it from [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk).

Telephone: (01993) 704379 or e-mail townclerk@witney-tc.gov.uk.

**Closing date for the receipt of applications is**

**9am on Wednesday 25 September 2019.**

Witney Town Council is an Equal Opportunities Employer.

**JOB DESCRIPTION**



**Job title: FINANCE ASSISTANT**

**Reporting to:** Office Manager/Town Clerk

**Hours:** 37 hours per week,

**Grade/Salary:** SCP 14 – 18

**Location:** Town Hall, Witney

**Job Summary:**

The post-holder will support the Office Manager to ensure the smooth running of the Democratic, Corporate Governance and Financial administration of the Council.

The post-holder will have specific responsibilities in the financial administration of the Council including; issuing of invoices, maintenance of sales and purchase ledgers and cash control.

In addition, the successful applicant will be required to undertake general office duties such as filing, customer enquiries in person by telephone and email.

**Main Duties & Responsibilities**

1. Financial & Corporate Governance

1.1 To assist the Office Manager as appropriate in the financial administration of the Council using the Omega accounts package, liaising with officers, customers and suppliers to ensure their accuracy.

2. Sales Ledger

2.1 To assist in the raising of invoices in respect of rent and other ad-hoc invoices as required.

2.2 To support the Bookings Office with the production of sales invoices.

2.3 To ensure the Council’s system of credit control is adhered to and that all income due to the Council is demanded, received, banked and accounted for as necessary in consultation with the Office Manager.

3. Purchase Ledger

3.1 To operate the purchase ordering and purchase ledger functions.

3.2 To process all demands for payment, ensuring all expenditure is properly coded and authorised before payment.

3.3 To prepare cheques for signature – or other payment methods as deemed appropriate (the Council is working towards using electronic payments.

4. Banking & Petty Cash

4.1 To receive and record payments made to the Council, and prepare and submit all income for banking on a regular basis.

4.2 To maintain and balance petty cash, other cash floats and audit on a regular basis

5. Payroll

5.1 To process the Council’s payroll, including PAYE, NI and superannuation and to keep records of mileage, sickness, annual leave and TOIL.

6. External & Internal Audit

6.1 To assist in the preparation of audit by ensuring all documentation is filed and accessible.

7. Asset Registers

7.1 To assist in the maintenance of the Council’s asset register, ensuring that inventories are kept up-to-date and included on the Council’s mapping software.

8. Grants

8.1 To actively seek grants and sponsorship in relation to the Council’s activities.

9. Research, Reports & Committee Work

9.1 To attend such meetings of the Council and its committees as requested by the Office Manager.

9.2 To assist with the preparation of agendas and minutes, as and when required, ensuring compliance at all times with relevant legislation

9.3 To provide cover at meetings in the absence of the Democratic Services Officer – i.e. taking minutes and servicing Committees/Council

10. General

10.1 To cover the Council’s reception and switchboard as required

10.2 To provide support to other Officers within the Council as and when required and in particular during times of holiday and sickness.

10.3 To undertake such training as shall be directed by the Town Clerk and/or the Office Manager.

10.4 To undertake such other duties as shall be directed by the Town Clerk/Office Manager, including assistance at the Council’s Civic and Community Events (which may take place during evenings and weekends) and taking into account the need for flexibility in working in a small organisation.

10.5 To ensure that the Council’s various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties, including adherence to the Council’s Code of Practice relating to confidentiality.

**Health and Safety**

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

**Fairness and Dignity at Work**

Actively support the Council’s Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

*This job description is provided to assist the post holder to know main areas of responsibilities. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of the post*

**PERSON SPECIFICATION**

Essential

* Good general education
* A recognised finance or accounting qualification (egg. AAT or equivalent) or evidence of qualification by experience
* Previous experience of working in a Finance or Accounting role with an all-round working knowledge
* Excellent IT skills – fully competent in Microsoft Office package including spreadsheets
* Understanding of local government
* Managing a small payroll, completing statutory returns
* Cash handling and banking
* Good organisational skills
* A team player, supportive, self-motivated, flexible, and able to demonstrate commitment with a strong customer service focus.

Desirable

* Experience of Omega Accounting Software
* Knowledge of how local authorities or other large organisations operate.
* Experience of payroll software such as Sage Payroll and familiarity with computerised accounting packages
* Ability to provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis.
* Ability to interpret and implement complex financial regulations
* Experience of budget setting and financial management
* Committee work – preparing agendas, reports and minutes

**TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** Finance Assistant

**Salary Grade:** SCP 14 - 18 £22,462 to £24,313 per annum

**Place of Employment:** Town Hall, Witney

**Hours of Work:** 37 hours per week

*There will be a requirement for the post holder to work evenings to attend Committee and Council meetings, plus some weekends, for which you will be entitled to time off in lieu at a time to be agreed with your line manager. Overtime will not normally be paid.*

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25th of the month.

**Allowances:** Casual user car rates at NJC approved rates.

**Annual Leave:** 23 working days, rising to 28 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays.

**Disclosure Scheme:** Appointment subject to satisfactory criminal record check

**Probation Period:** Six months

**Notice Period**

**(by employee):** 1 months

**(by employer):** 1 week for each year of continuous service, subject to a maximum of 12 weeks.

**Conditions of Service:** Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.

**Pension Scheme:** Employees with a contract of employment for three months or more are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 12.5% of whole time equivalent salary plus pensionable allowances, and are assessed annually in accordance with the Council’s Pensions Policy Statement and the following table:

|  |  |  |
| --- | --- | --- |
| **Band** | **Whole-time equivalent pay range** **(based on pensionable earnings)** | **Employee Contribution rate (%)** |
| 1 | Up to £14,400 | 5.5% |
| 2 | £14,401 to £22,500 | 5.8% |
| 3 | £22,501 to £36,500 | 6.5% |
| 4 | £36,501 to £46,200 | 6.8% |
| 5 | £46,201 to £64,600 | 8.5% |
| 6 | £64,601 to £91,500 | 9.9% |