

# EARLEY TOWN COUNCIL

**The Town of Earley**

Since it was first mentioned in the Doomsday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It’s position, to the south east of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well known businesses, is within the Town’s boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980’s/early 1990’s which saw the building of around 9,000 additional dwellings.

**The Council**

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2015.

The Town Council currently employs 32 full and part-time staff and has an annual turnover of around £1.2m.

**The Council’s Mission Statement** is:-

“Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner.”

**Functions of the Town Council**]

The Town Council currently manages four community centres (Maiden Place Centre, Radstock Lane Centre, Silverdale and Centrepoint Community & Youth Centres) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. In addition it owns Maiden Erlegh Park, which is a Local Nature Reserve and has an on-site teaching classroom, a cemetery at Mays Lane and an Allotment Site. It is also responsible for the management of parks, sports areas, an ancient woodland area and other open spaces.

**JOB DESCRIPTION**

**FINANCE ADMINISTRATION ASSISTANT**

Line Manager: Finance Manager

**Description of the Post:**

To undertake purchase, sales and nominal ledger transactions and to assist the Finance Manager as necessary. To enter bookings for sports facilities on Avalon Booking system and to update the Town Council website.

**Duties and Key Responsibilities:**

2. To maintain the nominal ledger, entering all bank receipts/payments and journal entries.

1. To assist the Finance Manager in preparing financial reports for the Council.
2. Receive and reconcile income received and undertake banking as directed.
3. To assist with the maintenance procedures for the collection of general staff records, eg. Sickness and absence.

6. To provide accurate information in respect of hiring the Town Council’s facilities and in particular the sports facilities to enquiries from both the general public and regular hirers. To be responsible for providing quotations for facilities hire and to issue the appropriate paperwork to hirers and staff, in accordance with current procedures. To input accurate information regarding facilities hire on the Avalon database.

1. To issue invoices as appropriate for facilities hire and to ensure that payment is received as appropriate. To issue monthly statements as appropriate and chase overdue accounts.
2. To assist with updating the Town Council website.
3. To provide reception cover in the Help Shop when required. To respond politely and confidentially to a wide range of enquiries from the general public and handle their requests accurately and efficiently, referring them appropriately where specialist or detailed knowledge is required.
4. To be aware of current local issues, local authority services, plans and procedures.
5. To ensure that the Town Council’s Allotments, Burials, Fishing Permit and Hall Hire systems are operated in accordance with agreed procedures as necessary.
6. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
7. To ensure the health and safety of resources within the post holder’s responsibilities and personal health and safety responsibilities, as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.

**PERSON SPECIFICATION**

**FINANCE ADMINISTRATION ASSISTANT**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

**Knowledge and Experience**

* SAGE or other electronic accounting system
* Experience in a similar role
* Proficiency in Microsoft Office and the use of databases
* GCSE English / Maths
* A working knowledge of double entry book keeping and the key accounting concepts including accruals and prepayments
* Commitment to personal professional development
* Proven organisational skills with a high level of accuracy

**Skills and Personal Attributes**

* Excellent communication skills including Customer Care
* Ability to identify work priorities and manage own workload
* Ability to work cooperatively as part of a team
* Ability to maintain strict confidentiality
* Tact, diplomacy and sensitivity
* A flexible approach to work
* Ability to show initiative and be self-motivating

**Other**

* Willingness to undertake training for specific work responsibilities
* Full driving licence

**SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

Contract status: Part-time, permanent

Salary: (SCP 20–24) £19,430 - £21,962 pro rata paid monthly by BACS on the 15th of the month (half in advance/half in arrears)

Place of Work: Based at the Council’s Offices but may be required to visit other sites

Working Hours: 18.5 hours per week hours negotiable. Additional hours may be required at times of peak workload.

Leave Entitlement: The annual leave entitlement for this post starts at 20 days pro rata per annum for a new entrant to the Service of the Council, plus two extra statutory days and public holidays and increases with continued service.

Pension: We provide automatic membership of the Local Government Pension Scheme (LGPS) to employees aged between 22 and 75, who have a contract of employment that is for at least 3 months, and who earn more than £10,000.

Benefits Upon completion of the six month probationary period, benefits include Health Insurance (currently BUPA) and, up to the age of 75 years of age, Life Insurance. The Town Council will sponsor any relevant job related training (subject to budget constraints).