

# 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 MANAGER**

Line Manager: The Town Clerk

**Description of the Post:**

To manage and monitor the Council financial resources in a timely and accurate manner in accordance with the Town Council financial regulations. To ensure an effective payroll system is operated in compliance with relevant legislation and that all external returns are submitted on time. To manage purchase, sales and nominal ledger transactions and to provide and assess regular monitoring information. To undertake the preparation of year end accounts and to liaise with the Town Council’s internal and external auditors.

**Duties and Key Responsibilities:**

1. To maintain all financial records in a clear and ordered way in accordance with the guidelines Governance and Accountability for Smaller Authorities in England.
2. To maintain the payroll processing system and accurate records and to complete relevant monthly and annual returns with regard to PAYE tax, NICs and LGP contributions. To ensure monthly bank credit transfer of salaries in accordance with individual contracts and conditions of service.
3. Have knowledge of employment law, changes in regulations regarding National Insurance, PAYE, VAT, SSP, Superannuation and carry out necessary adjustments to existing arrangements.
4. To manage purchase ledger transactions via BACS/cheque in line with purchase orders including approval by Members.
5. To ensure sales ledger transactions are recorded and to arrange for all income received to be reconciled and banked in accordance with insurance requirements. To ensure monthly invoices are raised for Town Council facilities and arrange for debtors to be chased as necessary.

6. To undertake regular reconciliations for all Town Council bank accounts, petty cash, investments and loans.

1. To arrange for all tax, VAT, National Insurance and LGP returns and ensure that records of these are maintained and current.
2. To undertake line management for two members of staff (Finance Administration Assistant, Hall Booking Assistant), including induction, training and carry out performance management as necessary.

9. To assist the Responsible Financial Officer in the preparation of the accounts for both internal and external audit, in accordance with the guidelines Governance and Accountability for Smaller Authorities in England.

10. To assist the Town Clerk in the preparation of quarterly management reports and accounts including the overall Bank and Investment Report, and to provide regular budget estimate monitoring statements to those staff with budget responsibilities.

11. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.

12. 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 MANAGER**

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**

* Excellent knowledge of SAGE and other financial systems
* Experience of payroll and HR systems
* Knowledge of employment law
* Financial budget monitoring/management skills
* Ability to provide strategic advice on expenditure/income and analyse the impact of a range of financial options on expenditure/income and budgets
* Proficiency in Microsoft Office and the use of databases
* Previous Line Management experience
* Diploma in Administrative Management, AAT Level 4, GCSE Maths/English or equivalent
* Commitment to personal professional development

**Skills and Personal Attributes**

* Excellent organisational and leadership skills and ability to prioritise workload, work independently and to agreed deadlines/targets
* Excellent communication skills including Customer Care
* Ability to work cooperatively as part of a team
* Tact, diplomacy, confidentiality and sensitivity
* Ability to problem solve and troubleshoot
* Ability to formulate ideas and solutions and present them effectively

**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 26–31) £23,398 - £27,668 paid monthly by BACS on the 15th of the month (half in advance/half in arrears) pro rata

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

Working Hours: 18.5 hours per week 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).