



EARLEY TOWN COUNCIL

Finance Officer

Application Pack



EARLEY TOWN COUNCIL

The Town of Earley

Since it was first mentioned in the Domesday 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 2019.

The Town Council currently employs 26 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 Centrepont 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 and sports areas, including Sol Joel Park, an ancient woodland area and other open spaces.



JOB DESCRIPTION

FINANCE OFFICER

Line Manager: Town Clerk

Description of the Post:

To undertake purchase, sales, nominal ledger transactions and conduct regular reconciliations. To assist the Responsible Financial Officer, Deputy Town Clerk and/or Finance Consultant in the preparation of reports as necessary. To raise invoices for the Town Council facilities, issue monthly statements and chase overdue accounts as appropriate.

Duties and Key Responsibilities:

1. To maintain the nominal ledger, entering all bank receipts/payments and journal entries.
2. To manage purchase ledger transactions via BACS/cheque in line with purchase orders including approval by Members.
3. To ensure monthly invoices are raised for Town Council facilities, issue monthly statements and chase overdue accounts as appropriate.
4. To ensure sales ledger transactions are recorded and to receive and reconcile all income and undertake banking as directed.
5. To ensure monthly bank credit transfer of salaries and pension, PAYE and NI contributions as calculated by the payroll providers and approved by the Town Clerk.
6. To complete monthly pension return.
7. To undertake regular reconciliations for all Town Council bank accounts, petty cash, investments and loans.
8. To ensure that the financial aspects of the Town Council's Allotments, Burials, Fishing Permit and Hall Hire systems are conducted appropriately and in a timely fashion.
9. To assist the Responsible Financial Officer, Deputy Town Clerk and/or Finance Consultant in preparing financial reports for the Council.
10. To assist the Responsible Financial Officer, Deputy Town Clerk and/or Finance Consultant in the preparation of the accounts for both internal and external audit and the annual governance statement in accordance with the guidelines Governance and Accountability for Smaller Authorities in England.
11. To provide information and assist in the production of the annual budget.
12. To assist with updating the Town Council website.
13. To provide assistance and support to the Bookings Officer as and when required.
14. To be aware of current local issues, local authority services, plans and procedures.



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

These are the qualities we believe necessary to do the job. You should clearly show in your application how your skills and experience meet some or all of them as the shortlisting decision will be based on our assessment of you against these criteria.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ A working knowledge of double entry book keeping and key accounting concepts 	<ul style="list-style-type: none"> ▪ Knowledge of local government ▪ Knowledge of law and procedures relating to town council decision making ▪ Familiarity with Earley
Experience	<ul style="list-style-type: none"> ▪ Experience of financial systems ▪ Experience in a similar role ▪ Experience of raising invoices and chasing debtors ▪ Experience of bank reconciliations 	<ul style="list-style-type: none"> ▪ Experience of Rialtas Business Solutions (RBS) finance software <i>(full training on RBS will be provided if required)</i> ▪ Experience of financial budget monitoring and reporting
Skills & Abilities	<ul style="list-style-type: none"> ▪ Proficiency in Microsoft Office and the use of databases ▪ Proven organisational skills with a high level of accuracy ▪ Good interpersonal and written skills and ability to communicate at all levels ▪ Ability to identify work priorities and manage own workload ▪ Ability to work cooperatively as part of a team ▪ Ability to maintain strict confidentiality ▪ Ability to employ tact and discretion and maintain confidentiality where required to do so. ▪ A flexible approach to work ▪ Ability to work on own initiative and to be self-motivating 	
Qualifications	<ul style="list-style-type: none"> ▪ Good standard of education – preferably to A level or equivalent. 	<ul style="list-style-type: none"> ▪ AAT Level 2/3 or equivalent.
Any other requirements to the post	<ul style="list-style-type: none"> ▪ Willingness to undertake training for specific work responsibilities ▪ Commitment to personal professional development 	<ul style="list-style-type: none"> ▪ Full driving licence

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Part-time, permanent.
Salary:	(SCP 15-19) £22,911 - £24,799 per annum (£17,338 - £18,767 pro rata) dependent upon qualifications and experience. Salary is paid monthly by BACS on the 15 th of the month (half in advance/half in arrears)
Probationary Period:	The post is subject to a probationary period of 26 weeks.
Conditions of Service:	In accordance with the National Joint Council for Local Government Services
Place of Work:	Based at the Council's Offices but may be required to visit other sites
Working Hours:	28 hours per week, working pattern to be agreed
Leave Entitlement:	The annual leave entitlement for this post starts at 21 days plus two statutory days pro rata per annum plus public holidays and increases with continued service. Continuity of relevant service will be honoured.
Pension:	The Town Council offers automatic membership of the Local Government Pension Scheme (LGPS).
Benefits	The Town Council will sponsor any relevant job related training (subject to budget constraints).