



August 2020

Dear Candidate

Thank you for your interest in the position of Responsible Finance Officer. Please find enclosed:

- Job description
- Personal Specification
- Summary of terms and conditions
- Application form
- Privacy Policy

Please ensure that the application form and privacy policy are signed. Applications can be returned by post or dropped off during working hours to:

Stirchley and Brookside Parish Council, The Sambrook Centre, Grange Avenue, TF3 1FL

We will also accept scanned documents to be returned to gillian.bailey@sbpc.org.uk

CV's will not be accepted.

Key dates:

Deadline for applications: Monday 24th August 2020

Interview date: Monday 7th September 2020

Further information about the Parish Council including the Parish Plan can be found on our website www.stirchleyandbrooksideparishcouncil.gov.uk

Interviews

Interviews will take place at The Sambrook Centre, Stirchley. Safe distancing and appropriate measures will be taken.

You will be asked to undertake a short test. There will then be a panel interview lasting no more than 30 minutes.

Once again thank you for your interest in Stirchley and Brookside Parish Council.

Jackie Loveridge
Chair, Stirchley and Brookside Parish Council

Responsible Finance Officer

Job description

Hours: 12 hours per week to be worked flexibly (additional hours may be required from time to time).
Salary: Scale SCP 23-27 (£26,999 to £30,507) pro-rata – dependent on experience and qualifications

Under section 151 of the Local Government Act, the post holder will be the Council's designated Responsible Finance Officer.

Purpose

To oversee the Financial Management of the Parish Council with specific responsibilities for accounts and financial records. To maintain good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice (Governance and Accountability – Practitioners' Guide 2019). The post holder will report to the Parish Clerk.

The post holder will oversee the strategic financial management of the Parish Council by:

1. Ensuring that the financial regulations are updated annually and that financial records and procedures are maintained in accordance with them.
2. Assessing any financial risks to the council and updating the financial risk assessment at least annually.
3. Ensuring policies and procedures relating to financial matters are regularly reviewed in line with the Councils own policies and changes to legislation and guidance.
4. Managing the payroll process and ensuring that payments are made to pension providers and HMRC in line with statutory requirements
5. Managing cash flow, transfers and investments to ensure funds are available whilst maximising income from investments.
6. Preparing financial reports for the Council and committees as required. To include:
 - a. Monthly receipts and payments, cash flow control and payroll reports.
 - b. Bi-annual reports on expenditure against budget
 - c. Ad hoc reports and financial forecasts as requested.
7. Controlling and managing all payments made by the Parish Council including petty cash.
8. Ensuring that sales invoices are promptly and correctly issued and payment are collected and banked promptly.
9. Identifying and managing the duties of all staff responsible for processing financial transactions
10. Ensuring that the correct procedures are followed for use of the till and that the till is reconciled weekly.
11. Managing the work of the Audit Sub Committee
12. Assisting and responding to queries raised by the internal auditor
13. Preparation of accounts for final account closedown.
14. Produce documents required for external audit, including income and expenditure, bank reconciliation and balance sheet.
15. Reclaiming VAT quarterly
16. Advise the Clerk/Council on any financial matters
17. To undertake regular financial reporting to Local Trust and the Brookside Big Local Partnership.

All members of staff will work cooperatively to ensure the Council is run effectively and efficiently for the benefit of the community.

Stirchley and Brookside Parish Council
Responsible Finance Officer
Person specification

	Essential	Desirable
Qualifications		
Good level of education	✓	
Educated to degree level or equivalent		✓
AAT or similar qualification		✓
Work Experience		
Accounting experience within a local government setting	✓	
Experience as a Responsible Finance Officer		✓
Financial management of complex accounts in excess of £300,000	✓	
Experience of end of year accounting	✓	
Experience of preparation for internal and external audit	✓	
Experience of preparing financial reports	✓	
Knowledge and Skills		
Excellent IT skills, particularly use of Excel spreadsheets	✓	
Use of Local Council accounting software: RBS Omega		✓
Understanding of: <ul style="list-style-type: none"> • Income and expenditure accounting • Setting budgets • Payroll / HMRC • VAT • Cash control procedures 	✓	
Ability to digest and adapt complex information and guidance	✓	
Able to demonstrate excellent attention to detail.	✓	
Good communication skills, written and verbal	✓	
Personal Skills		
A team player and willing to assist with other tasks as required	✓	
Able to work flexibly, including additional hours according to business need and in order to meeting statutory deadlines	✓	
Able to attend evening meetings as required	✓	

Summary of Terms and Conditions of Employment: Responsible Finance Officer

Terms of employment are as determined by the National Joint Council and National Association of Local Councils.

Salary

The salary will be set at NJC scale SCP 23-27 (£26,999 to £30,507) pro-rata. Starting salary will be dependent on experience and qualifications

Starting Date

It is intended that the successful candidate will start employment as soon as possible.

Interview Expenses

Candidates attending for interview will be paid reasonable expenses in accordance with the scales laid down by the National Joint Council. Expenses will not be paid until after interview. The expenses of the candidate appointed to the post will not be paid until the candidate takes up their duties with the Council.

Probation Period

All new appointments will be subject to a six month probationary period which will involve regular discussions on progress.

Membership Fees for Professional Bodies

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events.

Working Week

The normal working week is 12 hours. From time to time it may be necessary to work additional hours to meet the business needs of the Council particularly during accounting year end and budget / precept setting. Time off in Lieu will be taken for extra hours worked unless payment has been agreed in advance.

Working Location

The Responsible Finance Officer will ordinarily be based in the Sambrook Centre. IT systems are in place to allow for some homeworking by agreement with the Parish Clerk.

Flexible Working

Full consideration will be given to a reasonable request for flexible working arrangements.

Annual Leave

The post holder is entitled to 26 (27) days annual leave, pro-rata plus a further 5 days after 5 years service.

Period of Notice

At least 3 months written notice is required on either side to terminate the employment after the probationary period. (One weeks notice on either side in the first six months).

Pension

You will be entitled to join the Council's nominated pension scheme, currently NEST.

Equality Policies

Stirchley and Brookside Parish Council is committed to supporting and providing an inclusive environment for all employees and applicants regardless of age, race, religion or belief, gender, sexual orientation, gender reassignment, pregnancy and maternity or disability.

All policies and procedures are available on the Parish Council website:

www.stirchleyandbrooksideparishcouncil.gov.uk



**The Sambrook Centre
Grange Avenue, Stirchley
Telford, TF3 1FL
01952 567140
Gillian.bailey@sbpc.org.uk**

Application Form

Please complete in black ink and print where possible

<i>Position applied for:</i>	<i>Closing date and source of application:</i>
<i>Surname:</i>	<i>First names and title:</i>
<i>Address:</i>	<i>Telephone:</i> <i>Email:</i>

<i>Personal Details:</i>	
Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a clean driving licence.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment Record - Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Date From/To	Position Held/ Duties	Name and address of Employer	Reason For Leaving

Education (since age 11)

Date From/To	Name of School, College or University	Qualifications Gained

Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Include details of any outside interests or other information which you feel will support your application. Please use a separate sheet if necessary.

References: Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1	Referee 2
Name	Name
Address	Address
May we approach them now? Yes No	May we approach them now? Yes No

<i>I apply for the above position and confirm that the information given is true and complete</i>	
Signature	Date

Please sign return your completed application together with the attached privacy policy and any other documentation requested to **Gillian Bailey, Parish Clerk, Stirchley and Brookside Parish Council, The Sambrook Centre, Grange Avenue, Stirchley, Telford TF3 1FL .**

Scanned copies can be returned by email to: gillian.bailey@sbpc.org.uk

Action taken

Received date	Shortlisted
Interviewed	Outcome
Advised of decision	
DBS check completed	References received and approved

Privacy Policy

Your personal information is being processed by Stirchley and Brookside Parish Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us to complete our recruitment process.

Type of information processed

We process information relating to the above purposes. This information may include personal details such as:

- Personal details
- Education details
- Employment details

Who the information is processed about

We process information about prospective employees.

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. We may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- Business associates, professional advisers
- Family, associates and representatives of the person whose personal data we are processing
- Local and central government
- Financial organisations
- Ombudsmen and regulatory authorities
- Credit reference and debt collection agencies
- Healthcare professional, social and welfare organisations
- Current, past or prospective employers

Retention Policy

Retention Period	For unsuccessful applicants, personal data will be held for a period of six months following the conclusion of the recruitment process. For successful applications, personal data will be retained throughout their employment and for six years after employment ceases. Financial information will be held for 13 years in respect of pension provision.
Where stored:	Electronic, paper
Authority:	Stirchley and Brookside Parish Council

Information Asset Owner:	Stirchley and Brookside Parish Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	Yes

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to receive more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at:

Peter Malley, peter@dmpayrollservices.co.uk

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: