



Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

Supporting information for the position of Responsible Financial Officer

Sherborne Town Council Overview

Sherborne Town Council is the parish authority for the town of Sherborne in Dorset and has an estimated population of approximately 10,000 with over 4,500 dwellings.

Sherborne Town Council has discretionary powers and rights laid down by Parliament to represent their communities and provide services to them.

The Council comprises 12 Councillors who were last elected in May 2019 for a period of 5 years. The town is currently divided into 2 wards, East and West with 6 Councillors represented in each ward. Sherborne Town Council operates with a Portfolio system but has recently approved the implementation of a committee structure in the near future. The Town Council meets monthly, except for August.

The Town Council supplements the provision of local government services in Sherborne and provides a range of social and recreational facilities which include the following: Abbey Close, Allotment Sites, Bus Shelters, Children's Play Areas, The Conduit, Digby Community Hall, Public Gardens, Notice Boards, Quarr Community Woodland, Sherborne Cemetery, Terrace Playing Field, War Memorial and community Grants.

The Town Council's Precept for the 2021/22 financial year is £846,931 with a total budgeted income of £948,656 which covers the expenditure of all the Council's activities. In addition, the Town Council has allocated reserves of £850,000. The Town Council has responsibility for the operation of two Charitable Trusts.

Further information about Sherborne Town Council can be found on the Website: www.sherborne-tc.gov.uk

Employment Conditions Overview

Contract of Employment: This will be in line with the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (the Green Book).

Probationary Period: Upon successful completion of a 6-month probationary period, a permanent contract will be offered.

Time-off in lieu: This is granted to compensate for any additional hours worked. The time-off in lieu is to be agreed in advance with the Town Clerk and is to be taken on a flexible basis subject to relevant workloads and deadlines (in line with the Employee Handbook).

Holiday Entitlement: 22 days per year plus all national Bank Holidays. After 5 continuous years' service employees are entitled to 25 days holiday per year.

Occupational Sick Pay Scheme: The Council operates an occupational sick pay scheme which supplements the Statutory Sick Pay Scheme. Full details of which will be made available to the successful applicant.

Pension Scheme: The post holder will automatically join the local authority contributory pension scheme operated by Dorset Council.

Council Policies: Sherborne Town Council has a number of policies that employees must comply with which are contained in the Employee Handbook which will be issued to the successful candidate upon taking up the post.

Additional Information

The post holder will occasionally need to attend evening meetings including Council Meetings, Working Groups, and other civic functions throughout the year.

The post holder as RFO will be expected to enforce proper financial controls designed to prevent and detect fraud.

The post holder as RFO will be expected to operate in a discreet and professional manner and, where necessary, observe the confidentiality of Town Council business.