



DAWLISH TOWN COUNCIL

The Manor House, Old Town Street, Dawlish, EX7 9AP

Andrew McKenzie BSc PSLCC CiLCA – Town Clerk

1 September 2021

Dear applicant

Finance & Administration Officer

Thank you for your interest in the position of Finance & Administration Officer.

Please find enclosed the following documents:

- Application form
- Job Description & Person Specification
- Monitoring form
- General Requirements

The post is part time at 30 hours, Monday to Friday and includes some evening working. Weekend and bank holiday working is rare but may be required where the Council is holding an event for which time off in lieu will be awarded.

The Salary scale is SCPs 14-19 - £23,080 to £25,481 (fte) – the pay award from 1 April 2021 is pending.

The closing date for applications is **5 p.m. on Wednesday, 22 September 2021**. Please return your application and monitoring form to me and mark the envelope 'CONFIDENTIAL JOB APPLICATION', or email to andrew.mckenzie@dawlish.gov.uk with the subject heading 'Job Application'.

We are expecting many applications so will only contact you again if you are short-listed for interview. Interviews will be held week commencing 27 September 2021 – further details will be provided.

Yours sincerely

Andrew McKenzie
Town Clerk



Home of the Black Swan



Dawlish Town Council

Job Description

Post Title:	Finance & Administration Officer
Reporting to:	Town Clerk
Responsible for:	None
Hours:	30 (Monday to Friday)
Salary:	SCPs 14-19 - £23,080 to £25,481 fte (pro rata)
Place of work:	The Manor House, Dawlish

Main Purposes of Role

- To be the Council's bookkeeper, ensuring that Council finances are kept on a professional basis, compliant with appropriate legislation and regulations
- Making and receiving payments, maintaining the council's cash book, and ensuring management information is available in a timely and accurate manner
- Assist colleagues in project management, advising on budgets, liaising with suppliers, and assisting the Town Clerk & RFO with the internal and external audits
- Administer the Council's allotment function
- Administer and clerk the Council's Planning Committee

Main Duties

- ensure authorisation and payment of invoices
- prepare and manage invoices and receipts
- undertake bank reconciliations
- maintain the cashbook and other integral parts of the finance system
- submit quarterly VAT returns
- assist in the preparation and management of project, committee, and council budgets
- prepare budget monitoring reports, schedules of payments and other statements as required for the council and its committees
- assist in the preparation of the Council's Annual Governance & Accountability Return (AGAR)
- operate the council's grant programme
- attend council meetings as required
- maintain the Council's asset register
- advise on matters relating to financial management and governance

- receive planning applications and prepare the three weekly planning committee agenda, clerk the Planning Committee and submit the Council's responses to the planning authority
- administer the Council's allotment scheme – e.g. prepare annual tenancies, maintain the waiting list, undertake quarterly allotment inspections
- provide general administrative support to the Council as and when required

General Duties

- to undertake such other duties and responsibilities as may be required and which are consistent with the general level of responsibility of this role and the needs of the Council
- to attend meetings of the Councils and its Committees as appropriate
- to convene or attend meetings, as appropriate within the community to promote partnership working and effective communications
- to prepare and produce reports and associated supporting materials for Council meetings
- to maintain personal and professional development to meet the demands of the job
- to establish and maintain effective working relationships within and outside the organisation, always engendering a team spirit
- to uphold the Council's core policies and procedures
- to maintain and process records accurately

Contacts

The postholder will be required to present an appropriate, positive image of the Town Council dealing with all contacts in a professional and respectful manner.

Internal contacts: Councillors, officers of the council

External contacts: contractors, suppliers, representatives of partner organisations and other local authorities, businesses and members of the public

Notes

The Town Council reserves the right to alter the content of this job description, after consultation, to reflect to the job or services provided without altering the general character or level of responsibility.

PERSON SPECIFICATION
FINANCE & ADMINISTRATION OFFICER

		Essential	Desirable
1	Qualifications	<ul style="list-style-type: none"> • Educated to A-level or above • Undertake Introduction to Local Council Administration (ILCA), and Financial Introduction to Local Council Administration (FiLCA) within 12 months of employment 	<ul style="list-style-type: none"> • Educated to degree level • Recognised accountancy or bookkeeping qualification at Level 3 or above
2	Experience/knowledge	<ul style="list-style-type: none"> • Minimum 3 years' experience in a financial or relevant field • Knowledge of budget setting, monitoring process and controls and financial management reports 	<ul style="list-style-type: none"> • 5 years' experience in similar job role without a degree • Understanding of local government processes and procedures • Knowledge of RBS Omega financial software for local authorities • Experience of working in a political environment
3	Administration and Organisational Skills	<ul style="list-style-type: none"> • Good workload management skills. • Successful project management • Confident problem solver • Time management skills • Self-motivated, punctual, reliable, and able to maintain confidentiality • Excellent attention to detail, organisational and administrative experience • Experience of working on own initiative 	<ul style="list-style-type: none"> • Business perspective acumen

		Essential	Desirable
4	Communication	<ul style="list-style-type: none"> • Excellent inter-personal, written, oral, keyboarding and reporting skills. • Effective communication with elected members, council officers, the public and the media 	<ul style="list-style-type: none"> • Experience of giving presentations to a wide audience
5	Flexibility and Responsiveness	<ul style="list-style-type: none"> • Attendance at regular evening meetings • Willingness to work weekends be called out in emergencies. • Ability to work as part of a team and cover for colleagues when required. • Ability to work to deadlines 	<ul style="list-style-type: none"> • Flexibility to respond quickly to situations
6	Information Technology	<ul style="list-style-type: none"> • Computer literate, particularly with spreadsheets 	
7	Special requirements & employee screening checks required for successful applicant	<ul style="list-style-type: none"> • High numeracy and analytical skills • Right to work in the UK • Qualifications check • References 	

FINANCE & ADMINISTRATION OFFICER

Salary

The post is graded on an annual incremental scale, subject to satisfactory performance, as follows:

SCP14	£23,080
SCP15	£23,541
SCP16	£24,012
SCP17	£24,491
SCP18	£24,982
SCP19	£25,481

Terms and Conditions

The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

Annual Leave

The post attracts an annual leave entitlement of 22 days per year plus public holidays. A further 4 days are added following 5 years continuous service.

Pensions

Dawlish Town Council is an "Admitted Body" to the Local Government Pension Scheme.

Medical Fitness

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependant on the issue of a satisfactory report from the Organisation's medical adviser if necessary.

Probationary Period

The appointment is subject to a six-month probationary period pending satisfactory service.

Notice to Terminate Employment

The post holder is required to give 1 month notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

Travel

Where you are required to use your vehicle for work purposes, you will be reimbursed business mileage at the prevailing Her Majesty's Revenue & Customs rates of 45p for the first 10,000 miles.

Interview Date

Interviews will be held during week commencing 27 September 2021.

Applicant No.
(Office use only)

DAWLISH TOWN COUNCIL

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by:
5 p.m. on Wednesday, 22 September 2021

To:

Town Clerk
Dawlish Town Council
The Manor House
Old Town Street
DAWLISH
EX7 9AP

Email: andrew.mckenzie@dawlish.gov.uk

CONFIDENTIAL

Please complete in black ink or type

Application for the post of: **FINANCE & ADMINISTRATION OFFICER**

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment

Name and Address of Employer:			
Position Held		Is this your current job?	
Duration of Employment		Leaving Date (if applicable):	
Notice Required		Basic Salary / Wage	
Other Allowances		Reason for Leaving	
Key responsibilities and / or achievements:			

All Previous Employment

Name and Full Address of Employer	Duration of employment, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to any gaps in your employment history

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Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with subjects and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Outcome – Grade Achieved where relevant

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job.

Please continue on a separate sheet if necessary.

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer.

Name:	Address:
Email Address if available	
Position Held _____	Day Contact Number _____

Name:	Address:
Email Address if available	
Position Held _____	Day Contact Number _____

Applicant No.
(Office use only)

APPLICATION FOR EMPLOYMENT – MONITORING FORM CONFIDENTIAL

Please complete in black ink or type
THIS FORM IS NOT PART OF THE SELECTION PROCESS

(The information you provide will be treated in the strictest of confidence and will not be seen by the selection panel)

Application for the post of: **FINANCE & ADMINISTRATION OFFICER**

Personal Details

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Home Address:	Correspondence Address:		
	Email Address:		
Daytime Phone Number	May we contact you on this number during the application process? Yes / No		
Home Phone Number		National Insurance Number	
Do you need a work permit for permanent employment in the UK?	YES / NO	If Yes do you have one?	YES / NO

Relatives / Other interests

Are you, to your knowledge, related to, or do you have a close personal relationship with any Member of Dawlish Town Council?	
Yes / No	If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?	
Yes / No	If yes, please give brief details

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

Equal Opportunities Monitoring Form

Dawlish Town Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

The information you supply on this form will be separated from your application form prior to any selection decisions being made and will be treated as confidential at all times, and in accordance with the Data Protection Act 2018.

Name:			
Post Applied For:	FINANCE & ADMINISTRATION OFFICER		
Gender:	Marital Status:		
Date of Birth:			
Do you consider yourself to have a disability?			
If yes, please state nature of disability			
The disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities".			

Flexible Working

Do you wish to apply for this job on the basis of flexible working?	Yes / No
If yes please specify	

Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the Data Protection Act 2018 the information contained in this form and my application form may be processed by Dawlish Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Dawlish Town Council to process and retain information about me contained in this form in accordance with the Data Protection Act 2018.

Signed.....

Dated

(If you submit an application electronically, you will be asked to sign the form before interview)