

LEOMINSTER TOWN COUNCIL

APPLICATION PACK

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1. OVERVIEW OF LEOMINSTER TOWN COUNCIL

Leominster is the largest of the market towns in Herefordshire and has a long and venerable history based around the ancient Priory of Saint Peter and Saint Paul and its traditional markets.

Located almost halfway between Hereford and Ludlow on the A49 it is a thriving market town with a busy town centre and expanding industrial estate.

Every Friday the old Corn Square is packed with market stalls providing a range of goods. Special markets such as the lively farmers' market on the second Saturday of each month has stalls with a wide and varied range of local produce. Local food and drink are an important part of the economy and Leominster takes great pride in still being able to source so many of its needs within 30 to 40 miles around the town.

There are many traditional cafes and pubs and a range of 'Black and White' buildings, especially the recently refurbished and highly popular Grange Court which dates from 1633. It has been brought back into use with imaginative and effective designs whilst still providing a fascinating historical tour. In its first year Grange Court has proved to be a vibrant hub with a thousand or more visitors a month.

2. COUNCIL OVERVIEW

The Town Council has 16 councillors, all of whom are volunteers. Councillors serve on a range of committees and outside bodies. The Council has a grants programme and endeavours to support the local community as much as it can.

During the past two years a number of services have been devolved to Leominster Town Council from Herefordshire Council. These include public conveniences, open spaces and play areas.

The Town Council also took the Tourist Information Centre in-house as from 4th April 2016 and has enhanced its street cleaning service and support for Leominster in Bloom. The Friday Market has continued to be developed, alongside a number of other events.

The following Committees operate within the Town Council:

- Finance & General Purposes Committee
- Planning & Highways Committee
- Environment & Services Committee
- Events & Communications Committee

3. SERVICES

Leominster Town Council is currently responsible for a range of services, including the management and maintenance of open spaces and verges within the town, Ginhall Lane Allotments, public conveniences at Grange and Central car park, the Friday Market and various play areas in Leominster.

Further devolved services are being transferred from Herefordshire Council and it is the ambition of Leominster Town Council to significantly enhance those services to help improve the quality of life for residents and visitors to Leominster.

4. THE TOWN COUNCIL'S VISION

Leominster is an attractive place to live, work and visit with a high level of social, environmental and economic well-being.

5. THE TOWN COUNCIL'S MISSION STATEMENT

Leominster Town Council is committed to improving and enhancing the Town of Leominster in a sustainable manner, and will work together with all sectors of the community to provide benefit for all.

The Town Council will continue to strive to make significant improvements within the local community by working closely in partnership with other organisations. These organisations are key contributors and represent the diversity of the local community and include voluntary, business and public sectors.

Local authorities now have a duty to promote the economic, social and environmental wellbeing of their areas and this will enable Leominster Town Council to become much more responsive to the community's priorities.

6. THE CORE VALUES IN PURSUING COUNCIL'S VISION ARE:

The core values in pursuing the Town Council's vision are:

Services:

Leominster Town Council will deliver services to meet the needs of its residents that are:

- High quality, value for money and affordable;
- Targeted to meet specific requirements where possible;
- Delivered in a fair, consistent and non-discriminatory manner and fully embracing equal opportunities;
- Planned within properly managed capacity and resources, coupled with a regime of continuous improvement.

Test of Competency

Leominster Town Council will measure its competency through SMART measures:

- Specific – target a specific area for improvement.
- Measurable – quantify or at least suggest an indicator of progress.
- Assignable – specify who will do it.
- Realistic – what results can realistically be achieved, given available resources.
- Time-related – specify when the result(s) can be achieved.

The Committees of the Town Council provide a regular oversight on Town Council functions and regularly review and monitor progress. Regular financial health checks are also carried out.

Functions and Activities

Leominster Town Council recognises:

- The legitimacy and integrity of the Council's functions is derived from understanding the needs of the Town, socially, economically and environmentally, as well as the needs, requirements and aspirations of its residents, customers and service users.
- That consultation, participation and engagement in partnership with the town and the county are at the heart of understanding area and community needs and will help to focus the direction of Council's functions and activities.
- That having direction and an infrastructure will help the Council to achieve all its aims and objectives.
- The importance of having defined roles and responsibilities for Councillors and Officers, with appropriate structures in place which will make use of limited resources, will allow challenge and change, and promote a strong and sustainable partnership between Councillors and Officers.
- That residents require signposting to relevant statutory authorities and other service providers to ensure that they access to support required.

7. APPLICATION PROCESS

Applications must be made to Leominster Town Council, Council Offices, 11 Corn Square, Leominster HR6 8YP.

You must include in your application information which:-

- Sets out how you meet the person specification;
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post;
- Demonstrates the qualities you would bring to the role of Financial Assistant to Leominster Town Council.

Your application must be returned, either by post or by e-mail to the Council Office or j.whittall@leominstertowncouncil.gov.uk, by no later than midnight on Monday 10th June 2019.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application, please contact the Town Clerk, Paul Russell, on 01568 611734 for an informal discussion.

8. SELECTION PROCESS

The formal selection process by interview will take place week commencing 17th June 2019. Final dates for interview have yet to be confirmed.

The appointment will be made by the Appointment Panel, which will comprise of the Town Clerk and Members of the Personnel Committee.

Candidates who are to be invited to interview will be notified by telephone by Wednesday 12th June 2019. Those who have not been shortlisted will be not be contacted, so if you do not receive an invitation to interview then on this occasion you have been unsuccessful.

A decision will be taken on appointment following the interviews as to the candidate who will be invited to take up the post.

Interview

Shortlisted candidates will be required to attend an interview at a time to be allocated individually. The interview will last approximately 45 minutes.

References

Formal references will be taken up in respect of shortlisted candidates.

Offer of Appointment

An offer of appointment will be made after the final interview.

Disabled Candidates

Any candidate who is disabled should please contact The Grants & Projects Officer (Liz Womack) in confidence so that reasonable adjustments can be made to the recruitment process.

9. TERMS AND CONDITIONS

Outlined below are the basic terms and conditions of employment with Leominster Town Council. The successful applicants will be provided with full details once appointed.

Pay

The salary range for each position is outlined in the job advertisements. Please note that part time positions will be paid pro-rata. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. Council will consider an annual incremental increase as appropriate that may be awarded subject to satisfactory performance.

Contract

The appointment is a permanent full time contract with an initial three month probationary period. It is subject to the National Joint Council Agreement contained within the Green Book.

Probationary Period

The post is subject to the successful completion of a minimum of three months probationary period. During that probationary period a series of reviews will be undertaken by the Town Clerk, and Council reserves the right to extend that probationary period if considered appropriate.

Hours

Whilst the basic working week is as outlined in the main job description, the postholder may be required to work reasonable additional or irregular hours as

necessary to ensure the proper performance of the work of the post. Additional payments will be made accordingly.

Annual Leave (to be allocated pro-rata)

Holiday Entitlement	Days
Annual leave on commencement of employment (21 days + 2 statutory + Bank Holidays)	23
Additional after 5 years service (27 days + 2 Stat)	29

Notice

The appointment is subject to one month's notice on either side.

Pension

The postholder is eligible to join the Local Government Pension Scheme. Information on the LGPS will be provided to the successful candidate. If you wish to opt out of the pension scheme you must inform the Town Clerk on appointment.

Political Restrictions

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Staff Handbook for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer).

FINANCIAL ASSISTANT PERSON SPECIFICATION

	Essential	Preferred
1. Educational qualifications	<p>Good general education: 5 GCSEs or equivalent including Maths and English</p> <p>High level of literacy and numeracy</p> <p>A willingness to undertake the relevant training as required.</p>	<p>Educated to "A" level standard and above.</p> <p>Qualified or part qualified to AAT level.</p>
2. Work Experience	<p>Experience of using computerised accounting systems</p> <p>Experience in Microsoft Word and Excel</p> <p>Experience of working in a financial setting.</p> <p>An understanding of bookkeeping.</p> <p>Understanding of Health & Safety</p>	<p>Experience working in local government.</p> <p>Knowledge and understanding of the powers and functions of parish and town councils.</p>
3. Equality Issues	<p>Have an understanding of the effects of discrimination on providing services and on the people you are working with.</p>	
4. Skills/ knowledge and aptitude	<p>Experienced at producing financial reports.</p> <p>Good written and oral communication skills with an ability to communicate effectively with others at all levels both internally and externally.</p> <p>IT skills and ability to problem solve.</p>	<p>Ability to understand the financial legal framework in which the Parish Council operates.</p>
5. Specialist Knowledge	<p>Ability to maintain good relationships with Councillors, contractors and public.</p> <p>Ability to work effectively, flexibly and enthusiastically within a small team</p> <p>Ability to deal with several different strands of work concurrently, organise work and set priorities and to work on own initiative.</p>	<p>Be willing to undertake appropriate training to gain additional knowledge of the sector</p>

1.0 GENERAL INFORMATION

Post Title	Financial Assistant
Responsible to	The Town Clerk

Reporting to:	The Town Clerk
Location	Council Offices, 11 Corn Square, Leominster, Herefordshire, HR6 8YP.
Responsible For	Providing financial support to the Office Manager and Town Clerk. Responsibilities may include general administrative and reception duties, dealing with enquiries from the public, data input, bookkeeping up to trial balance level and any other tasks as may be reasonably required.
Scale	SCP 4 increasing to SCP 5 on completion of a successful three month probationary period.
Conditions of Service	As per Green Book
Date Prepared	April 2019

2.0 **JOB PURPOSE**

2.1 Under the general direction of the Office Manager and the Town Clerk to undertake any financial, administrative and reception work as required.

3.0 **MAJOR TASKS AND JOB ACTIVITIES**

N.B. The job activities quoted below are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the major tasks.

3.1 Financial administration will include:

- Inputting of outstanding accounts
- Draw up cheques
- Complete cheque runs
- Monitor bank accounts
- Reconcile income and expenditure accounts
- Balancing of accounts
- Assist in the end of month roll-overs
- Raise invoices as required
- Collate expenditure invoices
- Collate and enter daily income receipts
- Daily maintenance of financial records and accounts
- Help collate and complete quarterly VAT returns

3.2 To provide assistance to develop the annual budget and the setting of the precept including:

- Assisting the Office Manager and Town Clerk in collation of pre budget information
- Carry out pre budget increase runs on the RBS system
- Monitor and advise on account code costs
- Monitor and advise on cost centre costs
- Assist in setting annual charges and fee increases for Town Council services

3.3 To assist in the collating information for monthly salaries and wages including:

- Receipt and collation of staff timesheets

- Assess timesheets and assess hours
 - Distribute pay slips
 - Ensure salary payment cheques are signed and forwarded to the bank
 - Enter salary and wage information on appropriate spread sheets
 - Ensure pension deductions are reconciled
 - Payment of staff and council contributions to the relevant tax, NI and pension authorities
- 3.4 To assist in the provision of all relevant financial data as required in time to be published with relevant spending committee agenda.
- 3.5 To assist in the delivery of HR information including:
- Provide staff salary, length of service and contract information as required
 - Maintenance of personnel records
 - Issue and update contracts of employment
 - Monitor holiday entitlements
 - Keep up to date with HR policies
- 3.6 Reply to correspondence, emails and enquiries from the public as required
- 3.7 Prepare and collate relevant documentation for Council and Committee agendas and assist as required to ensure dispatch of agendas to all Members of the Council and other recipients within the statutory time limit.
- 3.8 Prepare and maintain relevant spreadsheets as required:
- 3.9 Assist in the maintenance of the central filing system and ensure that it is kept up to date. Filing duties will include the maintenance of the electronic filing system.
- 3.10 To ensure that all job vacancies are advertised as directed by the Town Clerk, to maintain an applicant list and prepare relevant correspondence.
- 3.11 Undertake all the necessary training to be able to undertake the duties required
- 3.12 Provide administrative support for the Office Manager and Town Clerk when Council undertakes public consultation.
- 3.13 Take reasonable care with regard to Health and Safety of both yourself and other persons who may be affected by your acts or omissions at work and co-operate with the Council to enable it to perform and comply with its duties under the statutory Health and Safety provision
- 3.21 Undertake any other duties considered commensurate within the scale of the post.
4. MAIN ACCOUNTABILITIES
- 4.1 To be civil and courteous at all times in contact with the public.
- 4.2 To deal with enquiries from the public and to offer help, guidance and assistance to them as requested

4.3 To ensure that all work undertaken meets the agreed standards of the Council.

5.0 PERSONAL REQUIREMENTS

5.1 Good working knowledge, experience and ability to undertake all accepted practices and procedures in carrying out all the tasks relating to the post

5.2 Effective communication skills. Ability to work in a team, also to work alone with the minimum of supervision.

5.3 Familiarity with appropriate Health and Safety legislation.

6.0 JOB SHARE

6.1 This post is not suitable for job share.