

TELSCOMBE TOWN COUNCIL

Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES
Tel: 01273 589777



March 2020

Dear Applicant

Re: Post of General Assistant - Finance

Thank you for expressing an interest in the above vacancy. Please find enclosed details and an application form for your attention.

Please note that CVs will not be considered and shortlisting will be based on the person specification. Only shortlisted candidates will be notified, therefore if you have not received an invitation to interview one month from the closing date, I regret that on this occasion your application has been unsuccessful.

If this post is of interest to you, please return your completed application form by 4pm on Thursday 9th April 2020, to:-

Email – stella.newman@telscombetowncouncil.org.uk

Or post, marked 'Private & Confidential' to:-

Mrs S Newman, Town Clerk & RFO at the above address.

Yours faithfully

SRNewman

Mrs S R Newman
Town Clerk & RFO

Encs



VACANCY FOR GENERAL ASSISTANT – FINANCE

Part time – 7 hours per week (Tuesdays)

Salary Scale LC1, SCP 9 - £10.57 per hour
to
SCP 12 - £11.22 per hour
depending on experience

Telscombe Town Council is looking for an enthusiastic and adaptable person to join a friendly busy office in Telscombe Civic Centre.

The role of the General Assistant – Finance is to support the Town Clerk/RFO in maintaining financial control and also to provide general administration support to the Town Clerk/Council.

Duties to include processing and arranging payment of creditor invoices; preparing and maintaining detailed financial management systems; to assist maintaining statistical records on excel spread sheets; processing petty cash; reconciling incoming cash; any other duties that might reasonably be required in support of the Town Clerk/RFO and/or the Council.

You will need to be proficient in the use of common computer software packages, i.e., word, excel, publisher and powerpoint.

Closing date for applications – 4pm on Thursday 9th April 2020

Interviews to be held by the end of April 2020

TELSCOMBE TOWN COUNCIL



JOB DESCRIPTION

POST TITLE:	General Assistant - Finance
RESPONSIBLE TO:	Town Clerk/RFO
GRADE:	Scale point SCP 9-12 (£10.57-£11.22 per hour depending on experience)
HOURS:	7 hours per week - Tuesdays

Main Purpose of the Job

The Town Clerk is also the Responsible Financial Officer who holds a statutory office appointed by the Council under s.151 of the Local Government Act. The role of the General Assistant – Finance is to support the Town Clerk/RFO in maintaining financial control and also to provide general administration support to the Town Clerk/Council.

All duties will be carried out with strict regard for Health & Safety Regulations and the Town Council's Standing Orders, Financial Regulations and Policies in force.

Duties & Responsibilities

1. To process and pay creditor invoices received from the generation of an official order or Minute reference, checking each invoice is arithmetically correct, ensuring approval and payment is in accordance with the Town Council's Financial Regulations/Policies.
2. To assist the Town Clerk/RFO to prepare and maintain detailed financial management systems.
3. To assist maintaining statistical records on excel spread sheets and prepare payments lists for Council approval.
4. On completion of the bank reconciliation, to ensure that they are verified and signed quarterly by a Councillor other than the Mayor.
5. To assist with the processing of petty cash requests, including staff and Councillor mileage claims and to balance petty cash for reimbursement.
6. To assist with the administration of the Mayor's charity fundraising account.
8. To reconcile incoming cash including that raised from events.
9. To bank cash and cheques on a regular basis.
10. To assist with submission of the quarterly VAT returns.

11. To assist with grant application processing.
12. To be proficient in use of common computer software packages, i.e., word, excel, publisher, powerpoint.
13. To work as part of a small team and be able to work flexibly within that team.
14. To provide regular and/or ad hoc statistics as required by Councillors and the Town Clerk/RFO.
15. To attend/carry out training as required to suit the requirements of your position.
16. To attend daytime or evening meetings on days other than your regular day of work.
17. To undertake any other duties that might reasonably be required in support of the Town Clerk/RFO and/or the Council.

This job description is not intended as an exhaustive list of duties. The Council reserves the right to vary your duties and responsibilities within the parameters of the grade and occupational competence in order to respond to changes in the needs of the Council.

TELSCOMBE TOWN COUNCIL



GENERAL ASSISTANT - FINANCE PERSON SPECIFICATION

ATTRIBUTES	Essential	Desirable
<p>1. Education/Qualifications:</p> <ul style="list-style-type: none"> • Educated to GCSE level or equivalent including English at grade 'c' or above • Evidence of IT training • Evidence of book-keeping qualifications 	<p>√</p>	<p>√</p> <p>√</p>
<p>2. Skills and Knowledge:</p> <ul style="list-style-type: none"> • A high standard of literacy and numeracy • Knowledge of book-keeping • A high level of computer literacy with a good knowledge of word, excel, publisher & outlook • An ability to work on own initiative as well as part of a small team • The ability to maintain accuracy and pay attention to detail in the performance of routine tasks • Good communication skills with the ability to communicate with members of the public and liaise with external agencies • Ability to write structured emails, letters and simple reports clearly • Ability to meet tight deadlines • Full driving licence and access to vehicle 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>
<p>3. Previous Experience:</p> <ul style="list-style-type: none"> • Experience of working within an administrative and customer service environment • Experience of working in a financial position • Experience of working in a small busy team, at times under pressure • Experience of using the internet for research • An understanding of health & safety in the workplace 	<p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p>

<p>4. Attitudes and Disposition:</p> <ul style="list-style-type: none"> • Honesty, reliability and a flexible approach • Good interpersonal and communication skills • An ability to remain calm and focused in a crisis • A positive attitude to personal development, learning and training 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	
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Application Form - Private and Confidential

Please Note That CVs Will Not Be Considered

Telscombe Town Council is an equal opportunities employer and welcomes applications from all sections of the community.

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Page 1 will be detached from the rest of the application and will be held by (the HR Department).

Job Details			
Post applied for:	General Assistant - Finance (7 hrs p/w)	Job Reference:	
If the post is full-time, would you be prepared to consider working on a job-share basis?			N/A
If job-share, please state preferred days/hours per week: N/A			
Personal Details			
Family Name:		Forename(s):	
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):			
Address:			
Post Code:			
Telephone numbers		Mobile:	
Home:		Work: (OK to contact?)	
Personal email:			
Asylum and Immigration Act 1996. It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy TTC that the Asylum and Immigration Act 1996 is being complied with.			
Do you require a work permit to work in the UK?			<input type="checkbox"/> Yes <input type="checkbox"/> No
References			
<i>(please refer to the Guidance Notes for Job Applicants)</i>			
Name:		Name:	
Job Title:		Job Title:	
Name of Organisation:		Name of Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
How long have you know this person and in what capacity?		How long have you know this person and in what capacity?	
Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)		Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)	

Name of Applicant: (please print your name clearly)	
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Present or Most Recent Employment
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Name & Address of employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:
Why are you thinking of leaving / why did you leave?	

Please give a brief outline of your main responsibilities and achievements:

Previous Employment
<i>Please list all previous employment in chronological order (most recent first)</i>

Dates From to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

(please refer to the Guidance Notes for Job Applicants)

If further space is needed, please continue on a separate A4 sheet.

The Working Time Regulations 1998

(please refer to the Guidance Notes for Job Applicants)

Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.

Part 1 – No other Employment

I confirm that I do not have any other employment.

Signature:

Print Name:

Date:

Part 2 – Other Employment (including any freelance or self-employed work)

All other employment that I have is detailed below:

Job Title & Organisation	Number of hours per week including overtime	Start Time (please use 24 hour clock)	End Time (please use 24 hour clock)

Signature:

Print Name:

Date:

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Telscombe Town Council uses the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust. Unless the nature of the position allows Telscombe Town Council’s interviewing managers to ask questions about your entire criminal record we only ask about “unspent” convictions.

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Additional Information

Driving Licence:

Do you hold a current driving licence?

Yes
 No

Are you a car owner or do you have access to a car?

Yes
 No

If YES, please state the type of licence you hold:

Do you have any current endorsements?

Yes
 No

If YES, please specify:

Declaration

I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.

I understand that if I am successful, an Enhanced DBS Disclosure may be applied for.

If I accept employment with Telscombe Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please tick box to indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.

TELSCOMBE TOWN COUNCIL

Equal Opportunities Monitoring Form

Telscombe Town Council believes in equality of opportunity and recognises that diversity creates a strong, flexible and creative workforce. Monitoring our recruitment procedures is an important part of our effort to ensure that we are an equal opportunities employer in practice. This form will be removed before the selection process begins and will not affect your application.

Position applied for:	
Please tick the appropriate boxes	
Gender: (If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age Group:	<input type="checkbox"/> 18-25 <input type="checkbox"/> 46-55 <input type="checkbox"/> 26-35 <input type="checkbox"/> over 55 <input type="checkbox"/> 36-45
How would you describe your sexuality?	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bi-sexual <input type="checkbox"/> Prefer not to say
Do you have a disability as defined by the Equality Act 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
Do you consider that you have a long-term health problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your religion?	<input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Other _____ <i>(please specify)</i> <input type="checkbox"/> Sikh <input type="checkbox"/> No religion
How would you describe your nationality?	<input type="checkbox"/> British <input type="checkbox"/> Welsh <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Other _____ <i>(please specify)</i>

How would you describe your ethnic origin? <i>(Classifications taken from the 2001 Census)</i>	
White or Mixed: <input type="checkbox"/> White <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Chinese <input type="checkbox"/> Other mixed background <i>(please describe)</i> _____	Asian: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background <i>(please describe)</i> _____
Black: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background <i>(please describe)</i> _____	Chinese: <input type="checkbox"/> Chinese
<input type="checkbox"/> Other ethnic group/background <i>(please describe)</i>	
Do you have any dependents?	<input type="checkbox"/> None <input type="checkbox"/> Children <input type="checkbox"/> Adults

Thank you for completing this form.

Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

If you are selected for interview, you may be required to carry out a short test on Microsoft packages – Publisher, Excel and Word.

Closing date for receipt of completed application forms is 4pm on Thursday 9th April 2020.

Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Telscombe Town Council may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Telscombe Town Council will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours.
- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If in the job advertisement, the position is subject to a successful Enhanced DBS disclosure, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.