

# **PART-TIME FINANCE OFFICER**

## **Crowthorne Parish Council**

**Job Reference: Finance Officer 2023**

**Closing Date: mid-day 8 January 2024.**

**Proposed Interview Date: 10 or 11 January 2024.**

**Role Start Date: As soon as possible in January/February 2024.**



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# Applying For This Vacancy

## **Important note:**

For clarity **this position is offered by Crowthorne Parish Council**. Several of the sources of further information which are given below are made available by Bracknell Forest Council, but any **employment which may be offered will be with Crowthorne Parish Council**.

Bracknell Forest Council are providing assistance to Crowthorne Parish Council with the early stages of the recruitment process in the form of the advertisement of the post. All the shortlisting of candidates and the interviews will be completed by Crowthorne Parish Council.

Please read the information in this document carefully before you complete your application form. The closing date for applications is mid-day 8 January 2024.

## **You will need to make clear:**

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Candidate Profile)**
- **The earliest date you could potentially commence employment with the Parish Council**

Please complete the online application form via the link in the advert and email it to [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk).

## Any problems?

If you have any problems with your application or want to find out more about this opportunity, please email [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk) or phone us on 07788 372444 leaving a telephone number in the message if you would prefer to be contacted by telephone.

Our preferred method of application is via email to [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk)

Dear Applicant,

Thank you very much for the interest you have shown in this post of part-time Finance Officer.

Crowthorne is a thriving village and civil parish, represented by ten elected Parish Councillors and three Borough Councillors, and has a current population of approximately 7,806 (2021 Census). The Crowthorne urban area spills over into the neighbouring parish of Wokingham Without to the north. However, the majority of Crowthorne is located within the Borough of Bracknell Forest located in south-eastern Berkshire and abuts the town of Sandhurst to the south.

We are seeking to appoint a part time Finance Officer to take the lead with all matters relating to budget creation and management, managing the Sage 50 accounting system, posting all sales/purchase invoices and receipts/payments, monitoring the monthly bank statements and completing monthly bank reconciliations. raising all sales invoices and ensuring payments are received, preparation and payment of monthly staff salaries, tax, NI & pension payments and completion of financial and PAYE year-end and VAT returns

The successful candidate will need to be highly organised and have a proven ability to manage all financial aspects of running a medium size business/council with a budget of between £300,000-500,000 per annum. Our current Finance Officer has set up effective finance procedures and controls and has ensured a track record of 'clean' audits, so you will be taking over a very well run workload. You will also benefit from clear written processes and procedures and have a handover from our outgoing Finance Officer.

Our friendly team of staff at Crowthorne Parish Council will welcome the successful applicant for the role.

We can offer the successful candidate a rewarding and a varied role at the heart of a fantastic community with opportunities to train and develop in the role. Good luck with your application, we look forward to hearing from you.

Kind regards,

Cllr Peter Wood  
**Chair of the Staffing Committee**

# Job Description



## CROWTHORNE PARISH COUNCIL

### JOB DESCRIPTION – PART TIME FINANCE OFFICER A SIX MONTH PROBATIONARY PERIOD IS APPLICABLE TO THIS POST

## JOB DESCRIPTION – FINANCE OFFICER

**Job Title:** Finance Officer

**Line Manager:** Clerk to the Council

**Location:** Morgan Centre, Wellington Road, Crowthorne RG45 7LD, with one week in four to be worked from home for which a homeworking allowance is paid.

**Hours of work:** 25 per week

### **Specific Responsibilities:**

- **Management of Sage Accounting System:** To include all postings, bank reconciliations and VAT returns.
- **Income/Facility Hire/ Market:** Preparation of all invoices, management of deposits and ensuring payments are received.
- **Daily cash book:** Monitor daily bank transactions and ensure adequate funds in the current account to cover direct debits.
- **Salaries:** Process payroll, including timesheet reviews, payment of monthly salaries, PAYE, NI and staff pension.

- **VAT returns:** Prepare and submit returns to reclaim VAT and to check the level of business related VAT to manage that spend or notify Council of exposure to a VAT payment needing to be made.
- **Year End:** Prompt review of any changes to the annual return reporting. Preparation of accounts (including accruals/ prepayments) and management of the financial aspect of the internal audits – interim and final, annual return with associated variance analysis and reconciliations. PAYE, pension year-end figures. Annual charity returns x3.
- **Budget:** Update budget estimates following the current financial year-end and draft provisional estimates for the following year. Draft options for the council to consider in reaching a balanced budget.
- **Purchasing:** To manage all general purchasing along with any other items as directed by the Clerk. This includes raising purchase orders and checking works have been completed and that supplier invoices match the purchase order.
- **Financial Reporting:** Prepare quarterly financial statements together with explanations of variances to budget and prior year. Complete financial checks every six months.
- **General Admin:** Preparation of the monthly payment and internet banking listings. Seek competitive quotations from suppliers as contracts expire including utility/ insurance. Together with the Clerk ensure the council has the correct insurance cover and reflects any changes made to the asset register. Together with the Clerk, update the council's Finance Regulations/ reserve policy/ charity grant reserve policy and any other policies requiring financial input. Dealing with requests for hall hire, telephone and other general public enquiries. Managing garden sack money and raising commission invoices to BFC.
- **Educational Charity:** Ensuring receipt of 55% payment obtained from Social Club rent, monitoring monthly bank statements, preparation of quarterly finance report and end of year accounts.

## **Overall Responsibilities:**

### **Accounting:**

To manage the Sage Accounting system by posting all Sales/Purchase invoices (to the correct budget codes) and Receipts/Payments. To monitor monthly bank statements and complete monthly bank reconciliations.

Raising all sales invoices and ensuring payments received. Monitoring and refunding hall hire deposits. Preparation and payment of monthly staff salaries in line with checked timesheets and monthly payments for PAYE/ NI & pension.

To facilitate the financial year end, annual visits by the Internal Auditor and meeting deadlines and tasks as required by the External Auditor. Submission of year end PAYE and pension figures.

Completion of year end accounts and file on-line returns for:

- Crowthorne Educational Charity No: 300143
- Morgan Recreation Ground Charity No: 300144
- Walter Recreation Ground Charity No: 300145

Preparation of draft of budget estimates from October for the following year using current year's expenditure and including any other proposed/expected projects.

Purchasing routine items such as stationery, janitorial supplies in addition to any other items as directed by the Clerk, ensuring any related COSHH sheets are obtained.  
Payment of purchase invoices and management of petty cash. Completion of quarterly VAT return.

Preparation of a monthly Payment Listing for authorisation by Council and display on the CPC website, quarterly Financial Statement and financial check every six months.

To compile a monthly list of all receipts and payments. To ensure all insurance policies are annually renewed and updated and utility contracts are renegotiated as required.

To invoice the Social Club for quarterly rent costs (as per lease agreement) and property insurance once a year. On receipt of payment from Social Club for rent, raise payment to Crowthorne Educational Charity for 55% of the rent received.

Purchasing and monitoring supplies of BFC garden waste sacks and raising invoices to BFC for commission.

**Other:**

To act as a representative of the Parish Council greeting visitors to the Parish Office and dealing with telephone enquiries, providing information/assistance as required.

To maintain personal timesheets in accordance with Parish Council procedures.

To report any absence directly to the Clerk or Parish Office staff in advance.

To act as a key holder should emergency access be required.

To act as a representative of the Parish Council whilst attending any internal/external meetings and to attend occasional staff meetings and training as requested.

To work at all times within the Council's policies and procedures associated with the post and the Parish Council.

To be flexible and willing to carry out any other reasonable duties associated with the responsibilities of this post, that may from time to time be requested.

**Note:**        **This Job Description and is routinely under review.** *No job description can cover every issue which may arise within the job, and it should be noted that the above list of main duties and responsibilities is not an exhaustive statement of the final duties of the post. The postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document. This Job Description is intended to give an overall view of the position and should be taken as guidance only.*

## Person Specification – Crowthorne Parish Council - Finance Officer

	Essential	Desirable
<b>1. Educational qualifications</b>	Good general education: 5 GCSEs or equivalent including Maths and English at grade C/5 or above.	Working towards an accounting qualification AAT 2-3, CIPFA, ACCA CIMA or knowledge through experience  A recognised qualification in local government administration
<b>2. Work Experience</b>	Experience of using manual/computerised accounting/payroll systems  Experience of financial control/budgeting, working in a financial setting and year end procedures  Experience of dealing with the public	Experience of using SAGE 50 Accounting and Payroll systems  Previous experience of local government  Previous experience of working with Councillors/trustees.
<b>3. Skills/ knowledge and aptitude</b>	Able to produce reports on financial and other subjects, including producing monthly management accounts and year end accounts.  Good working knowledge of VAT.  Strong Excel and IT skills and working knowledge of Microsoft Word, Outlook and MS Teams,  Ability to meet deadlines, problem solve and offer solutions	Ability to understand the legal framework in which the Parish Council operates.  Understanding of operating environment of Parish Council
<b>4. Work related personal requirements</b>	Able to build and maintain good relationships with Councillors, colleagues, contractors and public.	Willingness to undertake training and to act as the Council's representative.

	<p>Team player</p> <p>Able to work confidentially Office space, and high speed internet service, at home to enable home working on a one week in four basis.</p> <p>Well organised, motivated, able to work independently and have a positive attitude.</p> <p>Please see 'medical questionnaire' section of the recruitment pack which outlines the physical demands of the role which candidates must be able to undertake.</p>	
<b>5. Other</b>	<p>Driving licence, car owner and ability to travel - ability to drive to work meetings and training at various locations in the region some of which require an early start or late finish.</p> <p>Able to demonstrate flexibility and perform additional duties as required</p> <p>Smart professional appearance appropriate to a Parish Council environment.</p>	



## Accommodation/work place

All our office, finance and administration staff are primarily based at the Parish Office at the Morgan Centre on Wellington Road, Crowthorne – they each work on a rolling rota of three weeks in the office and one week at home. A home working allowance is paid to reflect the requirement to work at home for 25% of the time.

Due to the nature of the role the successful candidate must be a car owner and driver to attend offsite meetings, training and events.

There is a large public car park, located off Lower Broadmoor Road in Crowthorne which serves the Morgan Centre building and Morgan Recreation ground and is available free for staff.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We encourage all employees to take up a variety of learning and development opportunities that are made available. We use a formal appraisal process to identify skills gaps and personal development opportunities.

## Terms and Conditions

The post is offered in line with the Local Government Green Book provisions.

All employees are required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period – this period may be extended if additional time is required to assess the candidate's suitability for the role.

## Salary

The salary will be by the Green Book provisions and is dependent on qualifications and experience. The post is advertised as commencing at National Joint Council new scale point 24 progressing to 28 pro-rated for 25 hours to £22,313.50 to £24,762.25 (FTE £33,024 to £36,648).

The post is eligible for a Performance Award following on from the results of the annual appraisal and is capped at Scale Point 28.

## Working Hours

Your normal working week will be 25 hours per week (ideally to be worked 9am-2pm Monday-Friday), however, there may be some flexibility for the ideal candidate. Additional hours worked after approval from the Clerk will either be paid at the normal hourly rate (subject to the hours included in the annual budget) or awarded as Time Off in Lieu.

Flexibility and the ability to work extra hours would be beneficial to cover for events and staff absence/holidays.

Attendance at meetings and events may occasionally be required evenings, weekends and bank holidays

## Holidays

Full time employees working 37 hours a week are entitled to annual holiday entitlement of 23 days plus bank holidays (pro-rated for part time staff). Annual holiday entitlement increases with length of service (3 extra days after 5 years continuous Local Government service).

In addition, Council employees are also entitled to 2 “extra-statutory” days holiday (pro-rated for part-time employees). The Parish Office closes between Christmas and New Year and most staff opt to use these days towards this office closure period.

The full time holiday entitlement is pro-rated for part time employees.

## Pension

Crowthorne Parish Council offers membership to the Local Government Pension Scheme (LGPS) to eligible employees. Further information is available from the Finance Officer.

## More About Applying

### References

Please give the names and addresses of two people who will provide a reference. At least one should be from a recent employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

### Working In The UK

You must be entitled to work in the UK before you can start work with us. If you are invited to attend interview you will be asked to bring evidence of your right to work in the UK, with you, and copies will be taken for our recruitment records. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

### Positive About People With A Disability

We guarantee an interview to all applicants with a disability who meet all the essential criteria of the person specification. Please ensure that you evidence compliance with all essential criteria of the Person Specification and Job Description if you are disabled and wish to secure a guaranteed interview.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

### Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. Crowthorne Parish Council has also committed to the Civility and Respect pledge.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion

or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical Questionnaire

The Parish Council staff team is very small meaning that all staff are required to work together to set up, attend and deliver community events such as Late Night Christmas Shopping, the Summer of Fun, Coronation/D Day, Remembrance Sunday and Silver Sunday – this entails some heavy lifting, manual handling, standing at road closures, assembling and transporting gazebos, tables, chairs etc. and other critical event delivery. All staff must also be able to safely use stairs independently and attend to emergency matters impacting our buildings whilst on site, such as fire alarms and other urgent matters both indoors and outdoors – consequently staff do need to be able to undertake physically challenging work in outdoor and indoor environments. You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant may be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions and cautions, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed: -

Imprisonment of 30 months or over	Must always be notified
Imprisonment of 6 - 30 months	Notify if in last 10 years
Imprisonment of 6 months or less	Notify if in last 7 years
Sentence of Borstal, Youth Custody Centre or Young Offender Institution	Notify if in last 7 years
Fine or Community Service Order	Notify if in last 5 years
Absolute Discharge	Notify if in last 6 months
Probation Order or Conditional Discharge	Notify if in last year (Or until order expires)

To find out more about the recruitment of Ex-Offenders visit <http://www.bracknell-forest.gov.uk/guidance-on-the-recruitment-of-ex-offenders.pdf>

## What Happens Next To Your Application?

Following the closing date, shortlisted candidates will be invited to interview. Interviews will take place on 10 or 11 January 2024.

Part time administrative roles with the parish council generate a great deal of interest. If the Council has a high number of applications from suitably qualified and experienced candidates before the deadline, it may close the recruitment process ahead of deadline. Interested candidates are therefore encouraged to submit their applications as soon as possible to ensure they are considered before the process closes.

Thank you for your interest in this role.