

# TENTERDEN TOWN COUNCIL

The Town and Hundred of Tenterden



A Corporate Member of the Cinque Ports

May 2023

<b>Finance Officer</b>	
<b>Contract type &amp; hours</b>	Permanent. Part time 0.5 FTE (18.5 hours per week)
<b>Working hours</b>	Working days and times to be agreed Occasional evening working will be required
<b>Location</b>	Tenterden, based at the Town Hall with opportunities to work from home by arrangement.
<b>Reports to</b>	Town Clerk
<b>Responsible for</b>	This post holds no supervisory responsibility
<b>Salary scale</b>	SCP 18 – 22, £27,344 - £29,439 (pro rata for part-time staff)

## Tenterden Town Council

The Town Council's central role is to act in the interest of the whole community by making decisions and recommendations to improve the quality of life, the town and its environment. The Town Council serves as the main link between the people of Tenterden and the district authority, Ashford Borough Council.

The town council consists of 16 councillors, elected by the community to decide collectively, how the council should carry out its various activities. Councillors represent the public interest as well as the individuals living within the ward in which he or she has been elected to serve a term of office.

The activities and decisions of the town council are implemented by a small team of staff, led by the Town Clerk. The staff team consists of administrative staff who enable the town council to operate, to fulfil its statutory duties and manage and make the best of its resources. The team is based in the Town Hall, which as well as being a hireable venue acts as a service hub for local residents and provides a small tourist information function. The town council's Maintenance Team undertakes duties in and around the town, focusing on maintaining and caring for council land and properties, ranging from public buildings, gardens and play areas to Kiln Field, the town's nature reserve.

Tenterden Town Council as an organisation dates back hundreds of years. Records exist dating as far back as 1449, when the town was granted borough status by King Henry VI. Tenterden is a member of the historic Confederation of Cinque Ports, as a limb of Rye.

## Main purpose of the role

The Finance Officer is responsible for the maintenance of all accounting records of the Council and for the effective administration of its financial affairs. The Finance Officer supports the Town Clerk in the processes of budget setting and monitoring, internal and external audit requirements and financial reporting to council.

While the primary role will be the accounts function, the postholder is expected to assist with provision of Town Hall reception cover on a rota basis. In addition, some attendance and support with town council events and other activities will be required.

Tenterden Town Council, Town Hall, 24 High Street, Tenterden, Kent, TN30 6AN

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk) • Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)

Telephone: 01580 762271 • Fax: 01580 765647

## Main Duties

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|----|--|
| 1  | To maintain and administer the town council's accounting function, to enable sound and effective financial management and compliance with all legislative, financial and audit regulations and agreed council policy, raising any significant issues with the Town Clerk when encountered.   |
| 2  | To liaise with the Town Clerk in the preparation and agreement of an annual budget and to monitor and review expenditure in accordance with this.  |
| 3  | To maintain the council's accounting records using the Rialtas Omega software system, including maintaining VAT records and ensuring that quarterly VAT returns are filed on time.   |
| 4  | The collation and dissemination of financial information, including but not limited to the preparation of quarterly income and expenditure reports to council and the production of relevant financial data, including historical and current data, projections and forecasts to enable the council to make sound financial decisions. |
| 5  | To prepare for and undertake tasks relating to both internal and external audits and end of year close down of accounts.   |
| 6  | To maintain and monitor all financial records and systems for the council, including banking arrangements, maintenance of the asset register and administration of the payroll function (in conjunction with the Town Clerk) using Sage 50.  |
| 7  | To maintain and monitor all procedures and systems relating to the management of risk, including maintenance of the financial risk management register and adequacy of insurance arrangements.   |
| 8  | To maintain and oversee the council's contracts (with utility providers for example) to ensure value for money, making recommendations for renewals as appropriate.  |
| 9  | To manage projects and to assist in the management of projects.  |
| 10 | To undertake tasks consistent with implementation of the town council's Climate Action Plan, including compilation of data for carbon footprint calculations.  |
| 11 | Take bookings for the Council's facilities issuing confirmation, receipt and invoices, ensuring in consultation with colleagues that appropriate arrangements are in place for hirers.   |
| 12 | To take a share in covering Town Hall reception duties and responding to queries received in person, by telephone and email.   |

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grading of the post.

This Job Description may be reviewed and updated from time to time.

<b>Person Specification</b>			
	Essential	Desirable	Method of assessment
Qualifications and training			Method of assessment
AAT Level 2 or equivalent financial qualification	X		Application form
Experience and knowledge			Method of assessment
Previous experience in a financial role	X		Application form/ interview
General financial knowledge and understanding	X		Application form/ interview/test
Experience and understanding of double entry book keeping		X	Application form/ interview
Experience of the Rialtas Omega accounting package		X	Application form/ interview
Experience of local council financial administration		X	Application form/ interview
Experience of preparing accounts, statements and returns for audit	X		Application form/ interview
Varied work experience in different backgrounds involving at least one customer-facing role		X	Application form/ interview
Skills and attributes			Method of assessment
Confident with figures with attention to detail and accuracy	X		Test
Excellent communication skills, written and verbal	X		Application form/ interview/test
Excellent organisational and planning skills	X		Application form/ interview
Excellent IT Skills	X		Application form/ interview
Qualities			Method of assessment
Ability to work individually and autonomously as well as working within a team	X		Application form/ interview
Able to balance conflicting priorities, meet deadlines and work quickly and accurately under pressure.	X		Application form/ interview
Ability to anticipate problems and present solutions with a positive attitude	X		Application form/ interview
Ability to deal with a wide range of people in an impartial, diplomatic and professional manner	X		Application form/ interview
Have a flexible and creative approach to work, demonstrating self-motivation and initiative	X		Application form/ interview
Committed to continuous professional development	X		Application form/ interview
Other matters	Essential	Desirable	Method of assessment
Willing and able to attend town council meetings/activities outside of normal working hours	X		Interview
Eligible to work in the UK	X		Interview

## Recruitment and selection process

Application is through submission of a covering letter along with a completed standard application form. A CV may be submitted if it will complement or amplify points on the completed application form.

The closing date for applications is Monday 29<sup>th</sup> May at 5PM

Applications should be sent to: [townclerk@tenterdentowncouncil.gov.uk](mailto:townclerk@tenterdentowncouncil.gov.uk)

Shortlisted candidates will be invited to attend an interview at the Town Hall. It is expected that interviews will take place towards the end of w/c 29<sup>th</sup> May 2023.

The selection process will involve an interview and a short test, details of which will be confirmed.

Any questions or queries should be addressed to:

Debbie Baines, Town Clerk

[townclerk@tenterdentowncouncil.gov.uk](mailto:townclerk@tenterdentowncouncil.gov.uk)

01580 762 271

## Benefits

### Annual leave

29 days annual leave plus statutory bank holidays (pro-rata for part-time staff)

### Pension scheme

Enrolment on the Kent Pension Fund, Local Government Pension Scheme.