

We are Hiring!



Find out more at
northamtowncouncil.gov.uk

Northam Town Council is recruiting a Finance Assistant and General Administrator.

Are you looking for a part-time role working in the heart of the local community?
Are you a strong team player with finance and administration experience?

The role of Finance Assistant and General Administrator is an excellent opportunity for a reliable person with financial administration skills. The post holder will assist the effective administration of the Council's finances, so the Council is seeking an individual who is committed to providing excellent support within the realm of a growing budget.

The successful applicant will have demonstrated experience and a track record in a finance and administration setting. Experience of working with the public, for a council or governing body and within a committee structure is an advantage. Attention to detail, the ability to effectively manage competing priorities across a wide range of tasks are essential.

If you would like to find out more, please call the Town Clerk, Guy Langton on 01237 474976 or email townclerk@northamtowncouncil.gov.uk. A recruitment pack and application form can be downloaded from the Council's website or be requested from the Town Clerk by email.

Closing date for applications is 23rd July 2024 (midnight). The interview and assessment task will be held week commencing 29th July 2024.



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

Please scan QR code for the Council's website



Vacancy for a Finance Assistant and General Administrator

Application Pack

£26,873 - £28,770 (pro rata, pay award pending)

- National Pay Scale: LC1 (above substantive) 13-17
 - Actual salary in the range £17,431 - £18,662
- Hours: Part time (24 per week over 5 days – Monday to Friday)
- Based at the Town Hall, Northam
- 25 days leave (rising to 28 after 5 years' service), pro rata
- Contributory pension
- Closing date: 23rd July 2024, at midnight.

Do you want to work in a rewarding environment at the heart of the local community?

Does the prospect of supporting the lively coastal villages that make up Northam Town interest you?

Do you have financial administration experience?

Are you a strong team player?

Northam Town comprises the communities centred around Appledore, Northam, Orchard Hill, and Westward Ho!, with the SSSI Northam Burrows Country Park across much of its northern boundary. Each village has its own, individual set of local amenities, with schools, shops, pubs and restaurants, and local areas of play and recreation space.



Lords of the Manor



The local Council for Appledore, Northam and Westward Ho!
Twinned with Mondeville, France and Büddenstedt, Germany
Office open to the public: Monday to Friday mornings



Trustees of the Common Right



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The role of Finance Assistant and General Administrator is an excellent opportunity for someone with proven organisation and team working skills. The successful applicant will have demonstrated experience and a track record of finance and general administration ideally within a public sector or community setting. Experience of working with the public, for a council or governing body and within a committee structure is an advantage. Attention to detail, the ability to effectively manage competing priorities across a wide range of tasks are essential.

The salary for the post starts at £26,873 (£17,431 pro rata) and progresses through a salary scale to £28,770 (£18,662 pro rata) each April by annual increment (subject to satisfactory performance). This is a part-time role based in the Town Hall in Northam. The contracted 24 hours may include some evening and occasional weekend working. In each holiday year, which runs from April to March, you will receive 25 days leave, pro rata (plus statutory days), rising to 28 days, pro rata (plus statutory days) the April after 5 year's continual service. The Council offers a contributory NEST pension scheme, with 10% employer and 5% employee contributions.

If you would like an informal chat about this vacancy, Guy Langton, the Town Clerk, is happy to speak to you. Guy can be contacted at the Town Council on 01237 474 976 or by email at townclerk@northamtowncouncil.gov.uk.

Applications will only be accepted on the enclosed applications form. Applications by CV will not be accepted and will be returned. Applications by email are encouraged. For more information about the Council, please see its website www.northamtowncouncil.gov.uk.

Closing date for applications: 21st July 2024 at midnight.



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Trustees of the Common Right

Welcome to Northam Town Council

Thank you for showing an interest in working with the Town Council and communities that make up the Northam area. Covering the villages of Appledore, Northam and Westward Ho!, Northam has a population of around 12,500. The resident community is increased through the summer by holiday makers and visitors to the area.

Throughout the year, the area is a popular weekend and day-visit destination. Westward Ho! boasts a blue flag beach that is popular with surfers and families alike. The communities hold a range of events through the year, from events like the Christmas light switch-on and Appledore Pirates' fireworks display to monthly farmers markets.

Northam and Appledore boast historical centres containing many listed and heritage buildings. Parts of Appledore played the role of Guernsey in the 2018 film *The Guernsey Literary and Potato Peel Pie Society*. Continuing the literary theme but firmly based in fact, Rudyard Kipling studied at the United Services College in Westward Ho!, the village's only listed building. Westward Ho! was created by the wave of tourism resulted from the popularity of Charles Kingsley's book of the same name.

Serving the combined population, Northam Town Council has fourteen elected members representing the three wards, which roughly equate to the three main villages. There is an election every four years, with the last being in 2023 – anyone who meets the eligibility criteria may stand. The Council is chaired by a Mayor, supported by a Deputy Mayor. These posts are elected from the Council's members annually in May.

Northam Town Council is responsible for allotments, green spaces, a public convenience and most recently a Changing Places Toilet. There are nine play and recreation areas, which include a skate park and a block of three tennis courts, newly refurbished with a grant from the Lawn Tennis Association. It owns and operates Northam Hall, an active community hall which provides space for recreational classes and events. Westward Ho! Park includes a small pavilion building, currently not in use, the Council is developing plans for its future. In 2020, the Council declared a Climate Emergency, which created a Climate Action Plan in 2022.

The Council provides highway verge maintenance services to Devon County Council and for the neighbouring Abbotsham Parish Council, and undertakes footpath maintenance for the County Council. There are plans to increase the Council's estates in the coming years and the Council is seeking a Parks and Buildings Manager who can move the Council's asset and facilities operation forward, expanding it to encompass the increase in work that will be required.

The Council reviewed and updated its Vision Statement 2023-27, which is underpinned by an ambitious action plan. The Vision Statement is overleaf and more detail may be found on the Council's website.

NORTHAM TOWN COUNCIL

VISION STATEMENT 2023-2027



Vision for Northam Town Council 2023-2027:

Northam, Appledore & Westward Ho! is a community that values its people, heritage, open spaces, beaches, and extends a warm welcome to all visitors.

The principles underpinning the Council's vision:

Northam Town Council will continue to work prudently while responding to the needs and aspirations of its community in a representative and transparent way. Its vision has the potential to help build a more sustainable, self-reliant community of collaboration, connection and with a strong sense of collective purpose.

The Council will have with the capacity and the ability to deliver high quality projects and services in order to:

1. Build a stronger and more resilient community.
2. Strengthen environmental protection and sustainability.
3. Improve connectivity and mobility.

The Council will achieve its objectives through “Listening, consulting and involving”, doing so by:

- ✓ improving communication with our community, building on and engaging with established networks and partnerships, utilising available channels including websites, social media and newsletters.
- ✓ continuing to benefit the entire community through the delivery of a range of projects.
- ✓ taking every opportunity to secure grants and access funding streams to achieve best value and so support the aspirations of the community.
- ✓ proactively developing partnerships with the District Council, County Council and the voluntary and community sectors in order to enhance the range of services and projects that the Town Council cannot achieve in isolation.

Finance Assistant and General Administrator

The Finance Assistant and General Administrator role is both interesting and varied. The post holder will need to efficiently maintain the Council's financial records, carry out general administration tasks and be the first point of contact for those communicating with the Council.

Working in a public and community environment can be challenging but is very rewarding. Priorities can change quickly, so being highly organised is key to successful service delivery.

The Finance Assistant and General Administrator works closely with the Town Clerk and with the Community Engagement and Administration Officer. The role is collaborative and requires working with both colleagues and elected Councillors, who represent the communities that make up Northam Town Council. The post-holder is also expected to liaise with suppliers, contractors, representatives of other organisations in Appledore, Northam and Westward Ho! so needs therefore to build and maintain effective working relationships.

The Council's finances are managed with through a software package, currently Scribe Accounts. The post holder will enter all transactions into this system so they may be reported on accurately. The Council sees this role as being important in the development and review of its financial processes as it continues to expand.

The Council is responsible for, or works with other community organisations in the delivery of a number of events across the year, including an annual May Fair, the Remembrance Parade and Christmas Light switch on. The Council is seeking to expand the number of events, either by providing them directly or by supporting other organisations.

Finance Assistant and General Administrator: Job Description

Responsible to: Town Clerk

Hours: Part time (24 hours over 5 days, Monday to Friday)

Salary Scale: 13-17 (£26,873 – £28,770 pro rata)

- o Actual salary in the range £17,431 - £18,662



Northam Town Council

Job Purpose

1. This role will support the Town Clerk with finance and with general administration duties.
2. To provide a professional first point of contact for the Council, forwarding queries to the appropriate people.

Key Functions and Responsibilities – Financial

1. To assist with all accounting functions including cheque payments, invoicing, banking preparations and statutory returns in accordance with the Town Council's Financial Regulations and Risk Management.
2. To assist with payroll data preparation.
3. To assist with the administration of Council grants.
4. To assist with internal and external audit requirements.
5. Preparing paperwork for financial transactions – coding and listing invoices
6. Data input into bespoke finance system.
7. Ensure all finance documentation is filed.
8. Assist with the preparation of documentation for the Finance Committee
9. Credit control.
10. Monitoring payments and deposits from booking and payment systems.

Key Functions and Responsibilities - Administrative

1. Administration:
2. Maintaining leaflets, displays and notice boards.
3. Order stationery as appropriate.
4. Monitor and reporting usage of office equipment – photocopier, franking machine etc.
5. Maintain up-to-date, postal records, committee information and meeting attendance register.
6. Assist with the preparation of agenda packs for all council meetings and working groups and take minutes at meetings if required.
7. Publishing agenda packs and minutes on the website.
8. Answering queries, for example from hirers, suppliers and contractors.
9. Assisting at civic events when required.
10. Provide admin and ad-hoc support as required to assist the Town Clerk.

General

1. To be a team player and help out, as needed with any appropriate duties outside of this job description across the activities of Northam Town Council.
2. The contracted 24 hours may include some evening and occasional weekend working.
3. To undertake all duties in accordance with Town Council Policies, in particular those relating to financial regulations, Customer Care, Equal Opportunities, health, safety and wellbeing at work.

Finance Assistant and General Administrator: Person Specification

The criteria will be assessed through the Application Form (A), the applicants Qualifications (Q) and/or at Interview (I).

SKILLS	ESSENTIAL	DESIRABLE
Key Skills & Knowledge	<ul style="list-style-type: none">• Excellent interpersonal and customer care skills. (A,I)• Ability to work effectively alone and as part of a team. (A,I)• Ability to communicate both verbally and in writing. (A,Q,I)• Excellent IT and digital skills including use of Microsoft Office package. (A,Q,I)	<ul style="list-style-type: none">• Knowledge or experience of local government and its place supporting the local community. (A,I)• Ability to explain complex matters simply. (A,I)
Experience	<ul style="list-style-type: none">• Proven experience of financial practice operation. (A,Q,I)• Experience of financial accounting systems. (A,Q,I)	<ul style="list-style-type: none">• Knowledge or experience of payroll. (A,Q,I)• Representing an organisation at meetings. (A,I)
Education	<ul style="list-style-type: none">• Good written and presentational skills. (A,I)• Working knowledge of computerised accounting software, systems e.g. SAGE or Scribe. (A,I)• GCSE English and Maths at grade C or above, or equivalent. (A,Q)	<ul style="list-style-type: none">• Relevant professional qualification (AAT) or equivalent. (A,Q)• Knowledge of risk management. (A,I)• FiLCA qualified. (A,Q)
Personal Attributes	<ul style="list-style-type: none">• High level of motivation. (A,I)• Ability to organise and prioritise workloads to meet deadlines. (A,I)• Good work ethic and 'hands on' approach. (A,I)• Flexible & adaptable attitude. (A,I)• Willing to work out of hours when required. (I)• Flexibility to support colleagues when required. (A,I)• Commitment to continuing professional development. (A,I)	<ul style="list-style-type: none">• Able to relate to all sectors of the community. (I)