



Bishop's Stortford Town Council

Bishop's Stortford is an ancient market town situated on the Herts/Essex border. It is conveniently located close to the M11 motorway and to Stansted Airport with excellent travel links to London and Cambridge and the North.

The Town has grown significantly in recent years making it the largest town in East Herts, however it remains proud of its heritage and maintains a strong independent community spirit, with the Town Council working hard for its 37,000 residents.

The Council consists of 18 members who were elected to serve for four years in 2007 and employs 14 office staff (both full and part time) and 9 outdoor staff.

The statutory duties include management of the cemetery, 9 allotment sites, the closed Churchyard at St Michael's Church and some of the Town's open spaces and parks. The Council also provides the Tourist Information Centre, employs a Town Centre Manager and owns a hall which is available for hire.

The Council also administers several Trusts including Community Halls at St Michael's Mead, Havers and Bishop's Park as well as being Trustee of the Rhodes Birthplace Trust, which runs the Rhodes Arts Complex and Museum in South Road. This contemporary venue for arts and culture provides conference facilities and boasts a 300 seat theatre, a multi-purpose studio space, a museum and large exhibition gallery.

The Tourist Information Centre is funded and managed by the Town Council and provides information and services for tourists, visitors and local residents planning visits to their own or other parts of the country.

The Tourist Information Centre is part of the national network of Tourist Information Centres and benefits from support services provided by the Visit Britain and the East of England Tourist Board. The visitor's impression of the Tourist Information Centre, its services and the local area are as much influenced by the staff as by any other factor. The welcome given by Tourist Information Centre staff is often taken to reflect the attitude towards visitors amongst the local population and the Tourist Information Centre is judged by how efficiently and effectively their needs are met.

JOB DESCRIPTION

FINANCE OFFICER/ACCOUNTING TECHNICIAN (37.5 HOURS PER WEEK)

1. OVERALL

Ensure all accounts administration for Town Council and other bodies administered by the Council is carried out to a high standard of accuracy. Provide analysis of spend, income, cash, debtors and creditors and advise Chief Executive on opportunities and issues.

2. SUPERVISION

Supervise accounts staff as required including (but not limited to) the Finance Clerk or other similar role(s)

3. ACCOUNTS PAYABLES & PURCHASE LEDGER

Maintain an effective accounts payables function for the Council and Council administered trusts. This includes (but is not limited to):

Review purchase invoices against purchase order and delivery note, prepare purchase invoices for authorisation and assign to correct cost centre/type of expense according to the chart of accounts. Enter into accounts package

Prepare cheques, BACS/Internet banking submissions, arrange for appropriate, authorisation. Issue remittance advice notes and cheques and enter transactions.

Establish electronic/automatic payments for appropriate accounts, reviewing periodically to maximise efficiency of resource usage.

Monitor invoices from all major suppliers and review for anomalies, take action to correct

4. ACCOUNTS RECEIVABLES & SALES LEDGER

Maintain an effective accounts receivables function for the Council and Council administered trusts. This includes (but is not limited to):

Prepare sales invoices for Town Council and Council administered trusts including Town Centre Management, Carnival, Halls, Minibus and other special accounts. Issue.

Collect payments whether by cash, cheque or electronic; bank.

Enter receipts into systems.

Establish and maintain an effective and proactive credit control system, flagging with Chief Executive exceptional, risky or out of control creditors. Propose and implement corrective action.

5. MANAGEMENT REPORTING

Maintain a proactive and analytical management reporting function for the Council and Council administered trusts. This includes (but is not limited to):

Provide regular (monthly) reports of cash, income, spend, creditors and debtors on all accounts with summaries and detail

Provide by analysis of risks, opportunities and issues with budget targets at both the detail and the summary level together with ad-hoc reports as required.

Provide management reports with analysis to trust and committee meetings as necessary

Perform corrections to accounts where necessary

Provide draft budget and forecast figures for each type of expense/cost centre with the exception of staff costs, profiled quarterly.

6. STATUTORY ACCOUNTING

Maintain an effective filing system for accounting paperwork sufficient to ensure auditability

Prepare data for annual statutory accounting and submit to Accountant, provide support for compilation of statutory accounts
Prepare data for audit and provide support to Audit, prime BSTC engagement with auditor
Perform monthly bank reconciliations

7. EFFECTIVE USE OF RESOURCES

Monitor selected incoming and outgoing resources and ensure that they are being effectively deployed to include (but not limited to):

Ensure that regular meter readings for all metered services are provided to ensure billing is correct

Review energy contracts in good time and recommend choice of supplier and period to minimise costs

Periodically review accounting processes and systems for efficiency, proactively suggest and implement improvements

Monitor cash flow and ensure that cash is invested effectively and sufficient working cash is available, in line with investment policy agreed with Chief Executive

Maintain an understanding of the IT systems supporting the accounts function, ensuring that IT issues are resolved promptly referring where appropriate to vendor technical support

8. OTHER

Maintain and update bank mandates (physical and electronic)

Undertake other duties as directed by the Chief Executive

PERSON SPECIFICATION

1. EDUCATION/QUALIFICATION/EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">• Educated to good A level standard minimum in numerate or scientific discipline(s)	<ul style="list-style-type: none">• Degree or equivalent and/or accounting qualification

2. SKILLS AND KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• Experience as an accounting technician, management accountant or senior bookkeeper• Experience of purchase/sales ledger, bank reconciliations, VAT returns, cash-flow forecasting, support to budgeting• Experience of credit control• Experience of at least one accounting software package and familiarity with underlying concepts• Proficient in MS Excel, competent in MS Word, Outlook. Confident in (electronic) file management and general IT skills• Organized and disciplined.• Ability to learn new processes and systems including web based and other computer systems	<ul style="list-style-type: none">• Some supervisory experience or aptitude for supervision• Experience with more than one accounting package• Experience with supplying data to for statutory accounts preparation.• Experience of preparing statutory accounts

3. PERSONAL SKILLS

Essential	Desirable
<ul style="list-style-type: none">• Self starter – able to work with minimal supervision• Disciplined, organised and precise• Strong prioritisation skills, ability to manage own workload• Ability to make decisions and use own initiative	<ul style="list-style-type: none">• Good communication skills, an ability to communicate effectively with people at all levels

HOURS, COMPENSATION AND BENEFITS

Hours: 37.5 Hours Monday to Friday

Salary: £18,000-20,000 dependent on experience

Holidays: 25 days paid holiday per calendar year (plus 8 public holidays)

Other Benefits: The council offers a defined contribution pension scheme and sickness benefits full details of which will be provided on request to shortlisted candidates.

Bishop's Stortford Town Council



Application form

CONFIDENTIAL

Return Address

Completed forms should be returned to:

jobs@bishopsstortfordtc.gov.uk

Notes to Candidates

Please complete **ALL** sections of this form, deleting information as appropriate.
Please use **BLOCK CAPITALS on this page and write in blue or black ink or type.**

If any space provided is inadequate, please use a supplementary sheet and attach it to this form.

Personal details

Surname	First Name
Address	Title
.....	Nat Ins No
.....	Daytime Tel No
.....	Evening Tel No
Email Address	Mobile Tel No

General Information

Do you have a current driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you wish to job-share this post?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If job-share or part-time, please indicate the days or times of day you would prefer:				
Are you related to a Councillor or employee of Bishop's Stortford Town Council?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details: Name Relationship				

Membership

Please indicate membership of professional bodies relevant to this job.

Name of Organisation	Type of Membership	Date of Membership

Relevant employment history (most recent first)

Job Title	Reason for leaving
Employer	Date Started
Address	Date Left
.....	Postcode
Key role/responsibilities	
.....	
.....	

Job Title	Reason for leaving
Employer	Date Started
Address	Date Left
.....	Postcode
Key role/responsibilities	
.....	
.....	

Job Title	Reason for leaving
Employer	Date Started
Address	Date Left
.....	Postcode
Key role/responsibilities	
.....	
.....	

Please continue on a separate sheet if necessary

References

Please give details of two referees, one of which must be your current or most recent employer.

Name
Position
Address
.....
.....
Telephone No
If you do not wish this reference to be taken up until an offer of employment is made, please tick box. <input type="checkbox"/>

Name
Position
Address
.....
.....
Telephone No
If you do not wish this reference to be taken up until an offer of employment is made, please tick box. <input type="checkbox"/>

Education and Qualifications

Please detail any qualifications which are relevant to the job and/or specified on the person specification. Please continue on a separate sheet if necessary.

Examination Body	Subject	Results and Grades

Relevant training

Please detail any courses you have attended which are relevant to the job and/or specified on the person specification. Please continue on a separate sheet if necessary.

Year	Organising Body	Course Title

Monitoring form

Confidential

Working towards equal opportunities

Bishop's Stortford Town Council is committed to a policy of equality of opportunity in both employment and service provision. We seek to ensure that no person receives less favourable treatment on the grounds of gender, race, or ethnic origins, marital status, disability, age, sexual orientation, family responsibilities, religion, trade union involvement or political belief or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, individuals are to be recruited, trained and promoted solely on the basis of genuine job requirements, relevant experience and qualifications, skill and other objective criteria.

In order to help us effectively monitor our Equal Opportunities policy you are requested to complete the enclosed monitoring form. The confidential form will be separated from your application details for analysis by the Human Resources Unit only.

Position applied for

Post No Postal code

Surname First name(s)

Age Gender

Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities that you wish to declare under the Disability Discrimination Act? Yes No

If yes, please give full details

Do you wish to be considered under the Disability Symbol Scheme (Two Ticks)? Yes No

Religion (Optional) _____

I would describe my ethnic origin as: (please tick box)*

White <input type="checkbox"/>	Mixed <input type="checkbox"/>	Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Chinese or other ethnic group <input type="checkbox"/>
White British	White and Black Caribbean	Indian Pakistani	Caribbean African	
White Irish	White and Black African	Bangladeshi	Any other Black Chinese background	
Any other White background	Any other mixed background	Any other Asian background		Other

*Categories used are those utilised by the Office of Population Censuses and Surveys

How did you hear about this job? (If you saw an advertisement, please state which publication it was in)

Data Protection Act 1998:

The Personal information submitted by you on this application form and in any accompanying documents will be used by the Council, and any other person it appoints to assist, for the purpose of selecting who to appoint to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the Council against a legal challenge to the fairness of the selection process from any interested party.

The information supplied to you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

If you decline to give your consent as requested above the Council will be unable to consider your application for employment. Please sign the statement below indicating your consent to the information being held, used and verified as described above. I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described.

Signed:..... Date:.....

Declaration of Unspent and Spent Criminal Offences

Before completing this form, please read the following notes carefully:

It is the policy of Bishop's Stortford Town Council to require successful applicants for certain posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working with the Council, rather, as part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post the Council complies with the Code of Practice recommended by the Criminal Records Bureau (CRB), a copy of which can be obtained on request.

You must give details on this form of any convictions or cautions you have or any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, staff employed to work with certain categories of person, are required to disclose all spent and unspent convictions. These work categories have been identified after a risk assessment has indicated that disclosure is both proportionate and relevant. The work categories where this is required are for roles where the employee will work with:

- A position whose normal duties include caring for, training, supervising or being in sole charge of children
- A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.
- For the purposes of the ROA 1974 (Exceptions) Order 1975, a person who regularly cares for, trains, supervises or is in sole charge of vulnerable adults of the following description is entitled to an **Enhanced Disclosure**. A vulnerable adult for the purposes of an Enhanced Disclosure is a person aged 18 or over

Where the post applied for involves working with children or vulnerable adults in a position of trust as outlined by the CRB we are allowed by virtue of the Exceptions Order to the Rehabilitation of Offenders Act to request applicants to reveal their full criminal history (including 'spent' convictions) due to the nature of the duties and responsibilities of the position.

Only those positions that require Bishop's Stortford Town Council to ask an exempted question are eligible to apply for a disclosure. The Council will use the information provided by the CRB when assessing your suitability for such jobs. In the event of employment being offered, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Any information you give will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore if you have been convicted of a criminal offence in then past (including any convictions in a court of law outside Great Britain) you must give details (convictions, date and sentence) below.

Declaration of Criminal Offences

Using the guidelines, please list all your unspent and spent cautions and criminal offences. Do not forget to include **any** pending convictions and indicate that they are pending.

If you have no convictions please write 'None' and sign the form. If you have any queries about the completion of the form, please contact Hilary Mitchell at Bishop's Stortford Town Council.

Nature of Offence(s)	Name of Court and Date of Conviction	Sentence(s)

All information will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from the appointment or may render me liable to instant dismissal without notice.

Signed: Please bring a signed copy if asked to interview

Date:.....

Name (Please print in CAPS):.....

Post Applied For:.....

Policy Statement on the Recruitment of Ex-offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust, Bishop's Stortford Town Council complies fully the CRB Code of Practice and undertakes to treat all applicants **fairly**. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Bishop's Stortford Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical, mental disability or offending background.
- Bishop's Stortford Town Council is required to include this written policy on the recruitment of ex offenders, at the outset of the recruitment process.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Cllr Mike Wood at Bishop's Stortford Town Council, we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the of the position allows Bishop's Stortford Town Council to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Bishop's Stortford Town Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to a position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request and we will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.