



Projects and Finance Assistant Wem Town Council, Shropshire

Salary LC2/SCP 18 -23 £24313- £26999 per annum pro rata
10 hours a week over 2 days preferably Monday and Tuesday or Thursday and Friday

Can you demonstrate a commitment to the values of the Town Council in championing the interests of the people of Wem?

This is a fantastic opportunity to work for a progressive Town Council in a challenging local government financial climate, we are looking for an experienced individual, to play a key role in assisting in the management of the Council's Projects and Finances.

You will also support the Town Clerk in the development and management of a variety of projects.

Candidates should preferably have project management and financial management experience.

If you are looking for a rewarding and worthwhile career and feel you have the necessary enthusiasm and skills, please ask for an application pack, telephone 01939 232733. This can also be downloaded from www.wem.gov.uk

Applications should be emailed to info@wem.gov.uk or returned in hard copy to Wem Town Council, Edinburgh House, New Street, Wem, SY4 5DB by 16.00 on 19 September 2021



Wem Town Council

Projects and Finance Assistant

Job Description

1. Details of Post

- Title: Projects & Finance Assistant
- Grade / SCP:18 £12.98 per hour £6749 per annum
- Locality: Wem Town Council
- 10 hours a week to be worked preferably Monday and Tuesday or Thursday and Friday although some evening working may be required.

2. Level & Purpose of Post

The post holder reports to the Town Clerk.

- The post holder will provide project and financial support to the Town Clerk to meet the Town Council's priorities.

3. Key Responsibilities

- The post holder will be instrumental in planning, developing and executing projects, as directed by the Town Clerk.
- The post holder will provide financial administrative support to the Council and Committees and prepare financial reports in respect of budget monitoring.
- The post holder will act as deputy to the Town Clerk as directed following the satisfactory completion of appropriate training.

4. Main Duties

- The post holder will deal with enquiries relating to projects.
- The post holder will prepare reports, funding bids, correspondence etc. in relation to projects, as directed by the Town Clerk.

- The post holder will liaise with all stakeholders at appropriate times in relation to progress of projects, ensuring compliance with agreed delivery timescales, budgets and resources.
- The post holder will undertake feasibility studies for potential new projects under the direction of the Town Clerk, including investigating availability of funding from external sources.
- The post holder will maintain records of all projects including lessons learnt from post project evaluations.
- The post holder will assist the Town Clerk with the preparation of the Annual Report and Accounts in accordance with the relevant regulations for submission to the Council and External and Internal Audit.
- The post holder will monitor income and expenditure budgets, ensuring the Council's financial affairs are conducted in accordance with any statutory provisions and financial regulations.
- The post holder will prepare financial reports for the Council and Wem Sports and Social Association.
- The post holder will process orders, invoices for payment where goods or services have been received and issue invoices, on behalf of the Council and Wem Sports and Social Association, ensuring payment is made.
- The post holder will record and process income received in accordance with financial regulations.
- The post holder will attend committee and other meetings when required as directed by the Town Clerk, preparing agendas, minutes etc as required.
- The post holder will ensure they retain and respect the confidentiality relating to day to day correspondence, contracts and reports.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the Town Council to respond effectively to the changing requirements and priorities.

Postholder:

Date:

**Wem Town Council Project and Finance Assistant
Person Specification**

	Essential	Desirable
Education	<p>Good general education with a minimum of 2 'A' levels or equivalent; GCSE's to include English and Maths grade C and above or equivalent</p> <p>Commitment to personal development & training</p>	<p>Degree or HNC in relevant discipline</p> <p>Qualifications relating to finance and budgeting would be highly desirable</p>
Experience	<p>Experience of financial management, keeping accounts and generating financial reports</p> <p>Experience of project management including: Seeking grant funding for specific projects Contract development and management Financial management of individual projects</p>	<p>Experience of working in the public sector including, agenda writing, minute taking and servicing committees</p> <p>Experience of partnership working,</p> <p>Experience of Risk Management.</p>
Skills and knowledge	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Strong working knowledge of standard office IT packages, including Word, Excel</p> <p>Ability to produce professional documentation, including reports and contracts</p> <p>Excellent communication skills both written and oral</p>	<p>Excellent analytical and organisational skills</p> <p>Knowledge of Rialtus Financial Package</p>
Personal Qualities	<p>Flexible team player with ability to work on own initiative and suggest improvements to organisational systems & procedures</p> <p>Ability to deal with a wide range of people with diplomacy and tact</p> <p>A commitment to equal opportunities, diversity and community engagement</p> <p>Ability to attend evening meetings and willingness to work at weekends as required</p>	<p>Able to gain and retain the confidence of Councillors, local community representatives and outside organisations</p> <p>Full driving licence and ability to provide own transport</p>

More information

Pay

The salary range is *within LC2*, Salary /SCP 18 -23 £24313- £26999 depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. The Council will consider an annual incremental increase subject to satisfactory performance.

Contract

The appointment is permanent for 10 hours a week and is subject to the National Joint Agreement on Salaries and Conditions of service of Local Council Clerks in England and Wales 2004. There will be a six month probationary period which may be extended subject to performance.

Hours

Whilst the basic working week is 10 hours per week to be worked on either a Monday and Tuesday or a Thursday and Friday located at Edinburgh House Wem. There can be some flexibility on the start and finish time although the core hours of 10.00 - 14.00 must be worked each day. The post holder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave

In addition to Bank Holidays, annual leave is 21 working days per year plus two extra statutory days, pro rata for part time staff.

Pension

The postholder will be automatically enrolled in the Local Government Pension Scheme.

A Quick Guide to Wem

Welcome to Wem in the heart of North Shropshire. From its time as a Saxon settlement through to the present, Wem has been at the centre of life in North Shropshire, a small market town with over 8000 residents.

Whether it is for work or pleasure, Wem has much to offer the resident and visitor alike. With excellent communications, a good road network, rail links and regional airports just over an hour away, excellent schools and a great community spirit, Wem is the ideal choice for people wanting all the advantages of an attractive rural environment without having to travel too far.

The Council

The current Council was formed in 1974. The Town is divided into 2 Wards – East and West – each electing 7 Councillors. Full elections are normally held every four years, the next election is due in May 2025. The Council elects annually a Mayor and Deputy.

The Council's offices are based at Edinburgh House in New Street. It also usually meets here every month. The Council employs a Town Clerk & Treasurer, PA to the Mayor and Town Clerk, Groundsman and a litter collector.

Wem Town Council has always maintained a proactive approach to providing services for its residents, being responsible for the provision of the town's recreational areas, play equipment, allotments, the civil cemetery, street lighting and floral planters amongst other things. It makes many contributions to local organisations and provides substantial funding for Wem Swimming Pool, Wem Town Hall and Wem Sports and Social Association.

Further details are available on our website – www.wem.gov.uk or contact Penny O'Hagan, Town Clerk on 01939 232733 or info@wem.gov.uk



**Wem Town Council
APPLICATION FOR EMPLOYMENT**

POST APPLIED FOR: Projects and Finance Assistant

SURNAME		INITIALS	
ADDRESS:		Do you have a car available for use at work?	
		YES	NO (please circle)
POSTCODE:		Do you have a current driving licence?	
		YES	NO (please circle)
CONTACT NO(S):			
EMAIL ADDRESS:			

Please indicate below if there are any dates when you are not available for interview.

If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.

Are there any restrictions on your employment, e.g. do you require a work permit? **YES/NO***

*If you answered YES please supply details on a separate sheet of paper.

CRIMINAL CONVICTIONS

Do you have any criminal convictions which are not yet regarded as 'spent' under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you? (Please circle).

YES **NO**

If YES, please provide details:

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge, are you related to any member or employee of Wem Town Council? (Please circle).

YES **NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing of any councillor or staff member will disqualify from appointment, and if appointed, may be dismissed without notice.

WORK HISTORY

PRESENT EMPLOYER:

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES/ RESPONSIBILITIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	SALARY, SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary.

EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved

QUALIFICATIONS (Type & Subject)	NAME OF SCHOOL, COLLEGE, UNIVERSITY.	GRADE / LEVEL ATTAINED

TRAINING

Please give details of any training you may have undertaken which may be relevant to the post applied for

MEMBERSHIP OF PROFESSIONAL BODY

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

Please tell us why you consider you are a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification.

Continue on a separate sheet if necessary.

DISCIPLINARY MATTERS

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Include any investigations or actions taken by your professional body. Both Spent or Unspent matters need to be disclosed. YES/NO

If YES, please provide details below of action taken including dates. Include any pending incident/action.

REFERENCES

You are requested to give referee details from two employers, the first of which must be your current or most recent employer.

- If you are unable to provide two employment references, please speak to the Town Clerk for further guidance.
- You should not name a relative as a referee.
- References will usually only be taken up if you are selected for interview.

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

FIRST REFEREE	SECOND REFEREE:
NAME:	NAME:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	
How long have they known you?	How long have they known you?

SIGNATURE I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the General Data Protection Regulations and any subsequent legislation.

Signature of Applicant:

Date:

N.B. If your application is submitted electronically you will be asked to sign this form if invited to interview.