

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Tuesday 7th June 2022 at 6.30 pm

**PRESENT:** Councillors: J Dent, J Foster, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk).

**APOLOGIES:** None.

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#### **19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **20/22/23 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/22/23

**TO RECEIVE A RECRUITMENT PACK FOR THE POSITION OF ASSISTANT TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to approve:

1. The advertisement notice, job description, person specification for the position of Assistant Town Clerk (as attached)
2. The post be advertised with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT
3. To appoint HR Support Consultancy to undertake the recruitment process with immediate effect on behalf of Saltash Town Council up to interview stage at a maximum cost of £750 + VAT
4. To allocate the above cost to budget 6657 Staff Recruitment Advertising.

22/22/23

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Chairman asked Members to note the above statement - Members in attendance noted the Chairman's statement.

23/22/23

**TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.**

Finance Officer and Finance Assistant roles:

The Town Clerk officially confirmed to Members the Finance Officer has terminated her employment with Saltash Town Council, her last working day is 1<sup>st</sup> July 2022.

Due to the vacant Finance Assistant post and shortly a vacant Finance Officer post, the necessity to appoint for both roles with immediate effect is paramount therefore the Town Clerk sought prior approval from Members of the Personnel Committee to:

1. Appoint HR Support Consultancy to undertake on behalf of Saltash Town Council the recruitment process for both roles with immediate effect up to interview stage at a maximum cost of £1,500 + VAT
2. Work up the advertisement notice, job description, person specification for the position of Finance Officer and Finance Assistant (as attached)
3. Advertise the vacant posts with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT per advert
4. Allocate the above cost to budget 6657 Staff Recruitment Advertising.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to ratify the above decision of the Personnel Committee.

Further to the above, the Town Clerk provided Members a report to review and consider temporary finance cover and training up to the appointment of a Finance Officer and Finance Assistant.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to:

1. Increase Rosevale Accountants weekly hours from the 1<sup>st</sup> July 2022 on a temporary basis from 30 hours to a maximum of 60 hours per week to undertake Town Council finance work at a cost of £26.50 + VAT per hour
2. Review the temporary finance arrangements at the 29<sup>th</sup> September's Personnel Committee Meeting

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to:

1. Outsource processing of payroll on a temporary basis to Rosevale Accountants from the 1<sup>st</sup> July 2022 at a cost of £8.50 + VAT allocated to budget code 6305 Finance Software
2. Change from Moorepay Payroll to BrightPay software at no additional cost
3. Purchase BrightHR software for absence management and HR needs - package 1 connect - at a monthly fee per employee of £4.50 + VAT – 1 year contract (10% discount subject to the deadline date) allocated to budget code 6662 HR Professional Fees
4. Appoint Rosevale Accountants to migrate 2022-23 payroll data from Moorepay to BrightPay, set up all employees, and train all staff how to operate BrightHR at a one of cost of £1,000 + VAT allocated and split between budget codes 6662 HR Professional Fees and 6305 Finance Software
5. Appoint Rosevale Accountants to maintain BrightHR absence management and support all staff at a monthly fee per employee of £12.00 + VAT allocated to budget code 6662 HR Professional Fees
6. Review the temporary payroll arrangements with Rosevale Accountants at the 29<sup>th</sup> September's Personnel Committee Meeting.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £9,700 from General Reserves allocated and spilt between budget codes 6662 HR Professional Fees and 6305 Finance Software.

**Please note;** the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of new staff.

The Town Clerk informed Members the Chairman and Vice Chairman approved one day compassionate leave and up to two days for distant travel for a member of staff.

It was **RESOLVED** to note.

The Town Clerk informed Members of a staffing matter.

It was **RESOLVED** to note.

**24/22/23**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

**DATE OF NEXT MEETING**

Thursday 28 July 2022 at 6.30 pm

Rising at: 8.15 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Saltash Town Council

## Assistant Town Clerk

Applications are invited for the position of a permanent Assistant Town Clerk with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required).

NJC 29-32 - £33,486 - £36,371 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

**OR**

Human Resource Support Consultancy  
Glebe Cottage,  
Dunerton,  
Milton Abbot,  
Tavistock  
PL19 0QJ

**OR**

Email: [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk)

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

**Closing date:** 24<sup>th</sup> June 2022



## ***Job Description***

### **ASSISTANT TOWN CLERK**

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required).

NJC scale: 29-32 - £33,486 - £36,371.

Responsible to: Town Clerk / Responsible Finance Officer.

Purpose of job: To assist the Town Clerk in ensuring that the Town Council is correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk advise the Town Council and individual councillors on financial and legal matters in relation to subjects that are relevant to a Town Council function.

To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.

The Assistant Town Clerk will be a member of the Town Council Officers Management Team and will cover for all duties of the Town Clerk and represent them when absent from the office.

#### **Duties:**

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. Responsible for preparing Town Council, Committee and Sub Committee agendas and reports liaising with different departments, signed off by the Town Clerk.
3. To clerk meetings of the Town Council in the absence of the Town Clerk and be responsible for Clerking other meetings as directed by the Town Clerk.
4. To attend meetings as required by the Town Clerk.
5. Action all resolutions and recommendations from meetings in liaison with the Town Clerk.
6. Responsible for the day-to-day running and supervision of the Town Council Administration Department and staff training needs.

7. To work with the Town Clerk in overseeing the maintenance and inspections of Town Council assets including premises and open spaces and to be responsible for the above in the absence of the Town Clerk.
8. Responsible for running the payroll and accounts in the event of staff absence reporting to the Town Clerk.
9. To assist the Town Clerk with the general management of finance, budgets and audit.
10. Responsibility for all IT equipment, software and associated budgets regularly reviewing IT equipment and software needs and development.
11. To oversee the burial service for Churchtown Cemetery, maintain all burial records reporting to the Town Clerk.
12. To establish and maintain in good order all records and documents relating to the Town Council and comply with statutory requirements.
13. To oversee the design and updating of the Town Council website, social media and tourism/visitor information.
14. To assist in the preparation, collation and editing of content for newsletters.
15. To ensure that the Town Council's Asset Register and insurance cover is accurate and updated.
16. To assist with Mayoral and civic events as may be required.
17. To be responsible for Town Council budgets notifying the Town Clerk as Responsible Finance Officer of any significant financial issues or occurrences as may occur time to time.
18. To be responsible for Town Council records reporting to the Town Clerk.
19. To work with the Town Clerk and Members to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
20. To work with the Town Clerk to ensure effective management of health and safety.
21. To attend Town Council civic events in the absence of the Town Clerk as required.



22. To attend training courses or undertake continuous professional development as required by the Town Clerk and Town Council.
23. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
24. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
25. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**Person specification: Assistant Town Clerk**

| Attribute            | Essential  | Desirable  |
|----------------------|--|--|
| Management of people | Line management experience   |  |
| Experience           | <p>Administration experience at a senior level</p> <p>Knowledge of general office practices and procedures</p>   | <p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Financial management experience including budget management</p> |
| Practical Skills     | <p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p> | <p>Ability to understand budgets</p>   |
| Communication        | <p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p>  | <p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>  |

|                        |  |   |
|------------------------|--|---|
|                        | <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>  |   |
| Personal Qualities     | <p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p> |   |
| Strategic Thinking     | <p>Ability to think, plan and work strategically and methodically</p>  |   |
| Technology / IT Skills | <p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook</p>  | <p>Previous experience using finance and administration systems</p> |
| Education and Training | <p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 18 months</p>   | <p>Management or supervisory skills training</p>                    |

|                        |   |                             |
|------------------------|---|-----------------------------|
| Equal Opportunities    | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs  |                             |
| Physical               | Able to carry out the duties of the post with reasonable adjustments where necessary  |                             |
| Other relevant factors | <p>Ability to attend Town Council, Committee and Sub Committee meetings which would require working out of normal office hours (evenings)</p> <p>To attend Town Council civic events in the absence of the Town Clerk</p> | Driving licence and vehicle |

# Saltash Town Council

## Finance Officer

Applications are invited for the position of a permanent Finance Officer with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC 24-28 - £29,174 - £32,798 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

**OR**

Human Resource Support Consultancy  
Glebe Cottage,  
Dunterton,  
Milton Abbot,  
Tavistock  
PL19 0QJ

**OR**

Email: [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk)

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

**Closing date:** 17<sup>th</sup> June 2022



## Job Description

### FINANCE OFFICER

|                  |  |
|------------------|--|
| Hours:           | Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required))  |
| NJC scale:       | 24-28 - £29,174 - £32,798  |
| Responsible to:  | Town Clerk / Responsible Finance Officer – Line Manager  |
| Responsible for: | Finance Assistant  |
| Purpose of job:  | Post holder to act as a lead member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Audit, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of Bacs and Zahara & Xero accounting systems and the generation of financial reports. |

#### Duties:

1. To Line manage the Finance Assistant.
2. Manage and Oversee the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.
3. The completion of all statutory returns as required including end of year return and audit.
4. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
5. Manage and oversee the Purchase Order Processing System.
6. Manage and oversee the registering and clearing invoices for payment and processing the payment on to the Bank Account System.
7. Preparation of monthly accounts schedules for submission to Committees and Full Council and attend the meetings as required.
8. To prepare budget statement for committee, sub-committee as required. Including any necessary cash-flow & income and expenditure statements for council projects.
9. Processing, maintaining and updating S106, CIL Planning and other project accounts and reports as required.
10. Manage and oversee the raising of invoices for goods/services provided by Council.
11. Manage and oversee Debtors Credit Control by issuing final reminders, Court letters and contact customers regarding all outstanding debts.

12. Manage and oversee the Reconciliation of all Bank Accounts and operation of computerised Cashbook system.
13. To manage budgets, ensure correct coding and the production of management reports.
14. To ensure the Town Clerk as Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
15. To manage and oversee the asset and inventory registers.
16. To maintain, monitor and update insurances as required in line with the procurement of assets and other services acquired by the council.
17. To monitor the sickness, training and leave registers and to report as necessary to the personnel committee.
18. Create and maintain accurate Human Resources records on the council's HR database, the payroll system and manual files.
19. Undertake administrative duties in connection with personnel changes, variations in contracts and termination of staff contracts.
20. Work with line managers to ensure that all appropriate HR paperwork is completed for new starters.
21. Manage and administer the LGPS Pension scheme, communicating to staff their entitlements and the council is abiding by current legislation.
22. As requested by the clerk to prepare draft financial policies for consideration.
23. The preparation and submission of all documents and reports required for the precept process and submission and attend precept/budget meetings as required.
24. To manage the council's bank accounts and returns to ensure best value is being achieved.
25. To propose new procedures to the clerk in line with specialist financial knowledge.
26. To monitor that all financial procedures and regulations are been carried by all staff.
27. To attend meetings as required.
28. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.
29. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.
30. To undertake such duties as may arise from time to time commensurate with the position.
31. To wear the correct uniform provided by Saltash Town Council.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.



## Person Specification

### FINANCE OFFICER

|                 | Essential:  | Desirable:   |
|-----------------|---|--|
| Qualifications: | <p>Finance/accounting qualification. (At least AAT Full Membership or equivalent)</p> <p>Thorough knowledge and experience of:</p> <ul style="list-style-type: none"> <li>• SAGE 50 Accounts &amp; SAGE Payroll</li> <li>• Microsoft Excel</li> <li>• Microsoft Word</li> <li>• Online Banking</li> <li>• PAYE, Payroll &amp; RTI</li> <li>• Automatic Enrolment &amp; Pension</li> <li>• VAT</li> <li>• HMRC and current legislation</li> <li>• Audit processes</li> <li>• Monthly and End of Year Reports and Returns (Petty Cash, Bank Reconciliation, Aged Creditors, Aged Debtors, Nominal Activity)</li> <li>• Budget Monitoring</li> <li>• Finalising Year End Accounts, Trial Balance, Balance Sheet, Profit &amp; Loss, Prepayments, Accruals, Asset Register</li> </ul> | <p>Local Government Finance trained/experienced.</p> <p>Professional body membership. CIPFA Qualified.</p> <p>VAT Partial Exemption knowledge/experience</p> |

|                          |   |  |
|--------------------------|---|--|
| Occupational experience: | <p>Experience of working in an office.</p> <p>IT literate.</p> <p>Evidence of being organised, tidy and systematic.</p> <p>Ability to manage self and meet targets and deadlines</p> <p>Ability to understand budgets</p>   | <p>Experience of working within a public sector environment.</p> <p>Finance Management/Supervisory experience.</p> |
| Personal qualities:      | <p>The ability to communicate effectively at all levels.</p> <p>The ability to work under pressure and meet deadlines.</p> <p>A willingness to undergo training.</p> <p>Must be able to work with own initiative and as part of a team when necessary.</p> <p>Punctual and efficient.</p> | <p>Ability to think laterally.</p> <p>Proactive.</p>   |
| Leadership               | <p>Manages meetings and keeps people informed.</p> <p>Involves other people proactively, coaches the team.</p> <p>Promotes a fair and effective leadership environment.</p> <p>Provides the team with a clear direction and acts as a role model.</p>                                     |  |

|                        |   |                     |
|------------------------|---|---------------------|
| Analytical Thinking    | <p>Breaks down problems into lists of tasks or activities or smaller chunks to handle more easily.</p> <p>Manages the day by using a personalised 'to do' list.</p> <p>Describes a problem by listing component parts, interested parties, cause and effect statements.</p> <p>Resolves problems through a 'step-by-step' process.</p> <p>Describes problems in terms of links and sequences, and can see solutions and anticipate consequences.</p> <p>Breaks problems down into linked parts and uses them to propose a solution.</p> <p>Sequences events and demonstrates their linkages, when solving problems. Plan, do, check and act.</p> <p>Makes a work plan which includes contingency steps at key points from possible obstacles.</p> <p>Thinks ahead and anticipates problems.</p> |                     |
| Physical requirements: | A general good wellbeing.   | Low absence record. |
| Other relevant factors | <p>Ability to attend Committee meetings which would require working out of normal office hours (evenings)</p> <p>Driving licence and vehicle</p>  |                     |

# Saltash Town Council

## Finance Assistant

Applications are invited for the position of a permanent Finance Assistant with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC 13-17 - £23,023 - £24,920 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

**OR**

Human Resource Support Consultancy  
Glebe Cottage,  
Dunterton,  
Milton Abbot,  
Tavistock  
PL19 0QJ

**OR**

Email: [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk)

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

**Closing date:** 17<sup>th</sup> June 2022



## **Job Description**

### **FINANCE ASSISTANT**

|                 |  |
|-----------------|--|
| Hours:          | Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)   |
| NJC scale:      | 13-17 - £23,023 - £24,920  |
| Responsible to: | Finance Officer – Line Manager   |
| Purpose of job: | Post holder to act as a member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of BACS and Zahara and Xero accounting systems and the generation of financial reports. |

#### **Duties:**

1. Provide administration and organisation support to the Finance Officer with the day to day running of the Finance Office, including research and obtaining information for decision making.
2. Raising Purchase Orders for goods and services on Zahara. Ensure all goods and services ordered having been appropriately authorised and quotations are obtained as necessary and for all documentation to be uploaded to Zahara & Xero for Audit purposes.
3. Processing and clearing invoices for payment and the allocation of BACS payments to invoices.
4. To assist in the payment of invoices via BACS and prepare cheques when necessary.
5. Setting up contracts for goods and services as required for the council.
6. Assisting in the monitoring of insurances in line with the procurement and acquisition of assets.
7. To maintain asset and inventory registers and update as required.
8. Raise Invoices, as instructed, for goods/services provided by Council and to allocate income to invoices.
9. Credit Control activities including issuing reminders, final reminders, Court letters and contact customers regarding all outstanding debts and notifying the Finance Officer of any potential issues.
10. Reconciliation of all Bank Accounts/ Petty Cash and operation of computerised Cashbook system.
11. Banking of council monies in accordance with council's income and banking procedure.

12. To assist in the monitoring of budgets, ensure all transactions are correctly coded and entered on to the council's accounting system. Also, to ensure that VAT has been correctly accounted for.
13. To maintain the sickness, training and leave registers.
14. To assist in the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.
15. To produce any necessary financial reports for council as required.
16. To assist in carrying out internal audits as required.
17. Assist the Finance Officer with the overall financial planning process as required.
18. To deputise for the Finance Officer when required which include attending meetings as necessary including evenings.
19. To carry finance administration tasks including filing, scanning and end of year archiving.
20. To carry out other finance duties as required.
21. To ensure the Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
22. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.
23. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.
24. To undertake such duties as may arise from time to time commensurate with the position.
25. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
26. To wear the correct uniform provided by Saltash Town Council.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

## Person Specification

### FINANCE ASSISTANT

|                          | Essential:  | Desirable:   |
|--------------------------|---|--|
| Qualifications:          | Finance/accounting qualification e.g. minimum AAT Level 3.  | Local Government Finance trained/experienced.<br><br>Professional body membership.<br><br>AAT Level 4.   |
| Occupational experience: | <p>Minimum of two years of experience in a similar role.</p> <p>Thorough knowledge and experience of utilising a computerised financial system, Excel Spreadsheets, BACS, PAYE, VAT, HMRC and current legislation.</p> <p>Budget monitoring.</p> <p>Experience of performing control account reconciliations including bank reconciliations.</p> <p>Purchase and Sales Ledger Experience.</p> <p>IT literate.</p> | <p>Experience of working within a public sector environment.</p> <p>Evidence of being tidy and systematic.</p> <p>Experience of using Xero or Sage.</p> <p>Experience of Processing Payroll</p> <p>Audit processes, monthly and end of year reports and returns.</p> |
| Personal qualities:      | <p>The ability to communicate effectively at all levels.</p> <p>Strong attention to detail and able to produce work with a high level of accuracy.</p> <p>Able to comply with the confidentiality requirements of the post including GDPR regulations.</p>  | <p>Ability to think laterally.</p> <p>Proactive.</p>   |

|                        |  |                     |
|------------------------|--|---------------------|
|                        | <p>Willing and able to comply with the council's policies and procedures.</p> <p>The ability to work under pressure and meet deadlines.</p> <p>A willingness to undergo training.</p> <p>Good organisational and workload management skills.</p> <p>Must be able to work with own initiative and as part of a team when necessary.</p> <p>Flexible and adaptable in your approach to working in a growing and changing environment.</p> <p>Punctual and efficient.</p> |                     |
| Analytical Thinking    | <p>Breaks down problems into lists of tasks or activities or smaller chunks to handle more easily.</p> <p>Manages the day by using a personalised 'to do' list.</p> <p>Describes a problem by listing component parts, interested parties, cause and effect statements.</p> <p>Resolves problems through a 'step-by-step' process.</p>   |                     |
| Physical requirements: | A general good wellbeing.  | Low absence record. |