



**KINGSWOOD
TOWN
COUNCIL**

Kingswood Town Council
C/O The Civic Centre
High Street
Kingswood
South Gloucestershire
BS15 9TR

19th April 2024

Dear Applicant

Assistant Town Clerk (Finance, Governance and Administration)

Thank you for your interest in applying for the role of Assistant Town Clerk with Kingswood Town Council.

The information in this pack is arranged as follows:

1. About the selection and interview process.
2. About Kingswood
3. About Kingswood Town Council
4. About you
5. About the role
6. Job Description
7. Principal Terms of Employment
8. Person Specification
9. Application Form (in a separate document)

The completed application form must be sent **by email** for the attention of the town clerk and be received by 5pm on Friday 10th May 2024. Please make it clear which role you are applying for as there are currently two vacancies. If you wish to apply for both vacancies, please submit your application twice, amending the role that you are applying for.

If you would like an informal discussion about the role and the council, or have any queries, please do not hesitate to contact the Town Clerk on 0117 457653.

Yours faithfully,

Charlotte Littlewood
Town Clerk
clerk@kingswood-tc.gov.uk
www.kingswood-tc.gov.uk

1.0 ABOUT THE SELECTION AND INTERVIEW SCHEDULE

Key Dates

Closing Date: Friday 10th May 2024 at 5pm.

Interview Date: Monday 3rd June 2024, but to be confirmed when invited to interview.

Appointment date: To be confirmed within 48 hours of interview and subject to satisfactory employment checks, with references.

Start Date: (to be confirmed, ideally within one month of the appointment date).

The interviews will be held in The Park Centre, High Street, Kingswood, BS15 4AR. Please note that if you require any additional access arrangements, to notify the town clerk if you are invited for an interview.

Selection Process

1.1 Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters, so please ensure that the form contains all the information that you want to get across. They will review each application and score it based on how well you meet the essential and desirable attributes within the person specification. The panel will only use information contained within the application form: this is tailored to each role and aims to ensure that we get the information from you that we need to be able to shortlist for interview.

Interview Process

1.2 The shortlisting panel will undertake all interviews. Each applicant will be required to complete a 30-minute activity in advance of the interview. The theme of the activity will be communicated to you if you are invited to an interview. You will provide your response to the panel, and they will ask a series of questions to build upon your application to assess your suitability for the role. The remainder of the interview will be structured to assess your competence and suitability for the post.

2.0 ABOUT KINGSWOOD

2.1 Kingswood is a suburban town and newly parished area in the South Gloucestershire district, in the ceremonial county of Gloucestershire, bordering the eastern edge of the City of Bristol. The border between South Gloucestershire and the City of Bristol is situated at the western end of Kingswood's High Street. Although anything beyond this point is technically no longer Kingswood 'proper', locals often consider the shops and residential areas that fringe the road named 'Two Mile Hill' (located within the area of the same name) to be a continuation of Kingswood.

2.2 In Saxon times, the 'King's Wood' was a royal hunting estate which surrounded Bristol, extending as far as Filwood in South Bristol. From early days the Constable of Bristol Castle, the king's officer in the area, was also the Chief Ranger of the Kingswood Forest. The Kingswood area first came into industrial prominence in the late 17th century, because of coal mining. Typical of these were coal fields in the Easton and Coalpit Heath/Yate areas. The coal mining history still affects the town with gardens occasionally opening up.

3.0 ABOUT KINGSWOOD TOWN COUNCIL

3.1 Kingswood Town Council has been operating since May 2023 and is still work in progress. Kingswood Town Council is one of the larger towns within the South Gloucestershire municipal area, with a population of around 20,500 and a tax base of around 8,350 and is the first tier of local government in the Town which is closest to its electors.

3.2 It came about following a Community Governance Review within the South Gloucestershire area. The Council consists of 15 Councillors elected for a four-year term, with elections having been held in May 2023 to represent constituents in the six wards. The council has created a committee structure consisting of a Planning Committee, a Finance and Administration Committee, a Staffing Committee and a Communications and Projects Working Party.

3.3 The town council precept in its first year of operation was £125,100. The council, being ambitious and keen to deliver on that ambition, has set its budget for 2024/25 as below.

Staff and Operating Costs	£229,480
Community Grant Scheme	£50,000
Community Events	£55,000
Library Support	£30,000
Young People's Provision	£360,000
Community Building Provision	£75,000
Christmas Lights	£15,000
Floral Displays	£12,000
Total	£826,480

3.4 The council initially employed a part-time locum clerk, but since November 2023 there has been a full-time town clerk who has completed most of the initial set up processes, though there remains work to do. Initial focus has been creating good governance and inducting councillors, and the council is now in a strong position to begin to serve the residents, to be a voice for the community and to contribute to the town, thereby helping it to reach its potential. That potential is limitless, and the council wants to do what it can to make Kingswood a great place to grow up and grow old. It now needs people like you to deliver on the exciting priorities that the council has set in its strategic plan:

- Provide a range of events for the widest community that celebrates the culture, heritage and economic welfare of the community.
- Invest in young people and their families for the purpose of promoting health and wellbeing
- Acquire a central building that can be shaped into a central community hub as well as being the home of the town council.
- Support the continuation of the library opening hours for sustainability.
- Provide summer floral schemes and decorative schemes to improve the vibrancy of the centre of Kingswood.
- Provide a community grant scheme that enables local community groups provide and deliver projects, events, services for the benefit as many locals as possible.

4.0 ABOUT YOU

4.1 We are now wanting to build a great team and want to hear from highly motivated individuals who have a “can-do” attitude, with a desire to improve civic pride.

4.2 You will be an enthusiastic, motivated individual who is adaptable, organised and has excellent communication skills. You would be joining the council at an exciting time, as the role takes shape and develops and where you can really put your personal stamp and influence on the direction of this fledgling council.

4.3 Your need to be an ambitious person who is not limited by the confines of a job description. You will need to work in a hybrid mode, as we currently do not have an office space, but intend to acquire a public building. You should want to network with other local councils and authorities, to attend training courses and seminars, and to develop your skills.

4.4 You don’t necessarily have to come from a Local Government background, but you should be highly organised, possess excellent inter-personal and IT skills, and be quick and keen to learn. Previous experience in a local council would be an advantage, as would experience in a similar financial role.

4.5 More than anything we want someone who is ambitious, creative, honest and wants to be working in a fast paced and exciting council, to achieve its objectives to bring benefits to the people to Kingswood.

5.0 ABOUT THE ROLE

5.1 This role is pivotal in ensuring the administration of the Council's statutory functions and financial and administrative affairs are carried out effectively and that business continuity is maintained. You will be supporting the Town Clerk who is the Responsible Financial Officer and working with new members of the team to ensure achievement of the Council’s objectives.

5.2 The post holder will receive some general supervision from the town clerk at a weekly meeting but is expected to work largely on their own initiative, with support when required. As there is currently no office space the post holder will need to work in a hybrid manner but meet the town clerk and other team members on a regular basis in a hired public space, with the expectation that those meetings are weekly and attendance is required. When the council acquires a public building, for the hybrid arrangement to be renegotiated.

5.3 As the council work evolves the job description and level of responsibility will be renegotiated and might involve expanding the role or bringing in new staff.

6.0 JOB DESCRIPTION:

MAIN RESPONSIBILITIES FINANCE AND GOVERNANCE

6.1 To assist the town clerk to manage the council’s financial affairs, by maintaining proper financial systems, records and controls, monitoring spends against budget, ensuring the council complies with all requirements of Internal and External Audit and providing regular reports for the clerk, councillors, committee and full council.

6.2 To convert the council, in the first year, from an income and expenditure account to a receipts and payment system as its funding increases (with assistance).

SPECIFIC RESPONSIBILITIES FINANCE AND GOVERNANCE

- 6.3 To assist the town clerk with the management of the work arising from the Finance and Administration Committee, attending these meetings on an occasional basis.
- 6.4 To undertake the administration of the Council's Community Grants Scheme, including liaising with the applicants for the documentation required for audit purposes and processing the grant payments, and requesting feedback.
- 6.5 To assist the town clerk to ensure that the suite of policies and procedures, including Financial Regulations and Risk Management, that manage the public finances are relevant, regularly reviewed, up to date and adhered to.
- 6.6 To be the main point of contact for invoicing for external organisations.
- 6.7 To examine invoices in relation to arithmetic accuracy and to process all invoices and receipts and payments on the council's financial package and on-line bank.
- 6.8 To provide timely information to the payroll bureau, and to ensure staff salaries, HMRC and pension payments are paid, and up to date, and completing the necessary monthly and year end reports. To comply with any Payroll, Pension or Inland Revenue requests.
- 6.9 To keep accurate payroll and pensions records and to assist the town clerk on an annual basis with the staffing budget.
- 6.10 To prepare clear, concise, and accurate financial reports to the clerk and council, including the schedule of payments, monthly bank reconciliation, and a regular variance of spend against budget reports.
- 6.11 To monitor spend against budget and advise when budgets might need to be reassessed due to under or overspends.
- 6.12 To ensure that all the appropriate information relating to the Council's financial reports are published on the council's website in a timely manner.
- 6.13 To assist the town clerk in procurement, seeking quotes, tendering for contract, issuing contracts, and updating the contracts register, to ensure best value.
- 6.14 To manage the council's asset register.
- 6.15 To take overall control of the purchase order system for work, goods and services and to work with the town clerk to ensure the system is maintained effectively.
- 6.16 To ensure all insurances are maintained and kept up to date accordingly.
- 6.17 To assist in the preparation of the council's annual budget.
- 6.18 To utilise the internal auditors report to improve internal systems to ensure that the internal governance procedures meet the statutory requirements.
- 6.19 To assist in the preparation for the end of year external audit in accordance with Financial Regulations.
- 6.20 To make arrangements for the opportunity for the public inspection of the accounts, books and vouchers at the appropriate time.

- 6.21 To assist the clerk in developing investment policies and ensuring that the councils' investments are managed, with a monthly reconciliation and report to council.
- 6.22 To be responsible for the management of bank mandates.
- 6.23 To prepare and process the quarterly VAT online returns.
- 6.24 To maintain a petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments, in line with the town council's Financial Regulations.
- 6.25 To ensure that the council's website is updated with relevant information pertaining to the Transparency Code.
- 6.26 To attend council and committee meetings when it is deemed necessary.

MAIN RESPONSIBILITIES ADMINISTRATION

- 6.27 To attend to routine administrative tasks, correspondence, queries, dealing with phone and email enquiries and redirect other issues to the appropriate authorities. Keeping councillors informed, sharing information and be willing to network with other councils locally.

SPECIFIC RESPONSIBILITIES ADMINISTRATION

- 6.28 To assist the town clerk with the annual schedule of meetings, making room bookings, confirming speakers at meetings and other associated meeting functions.
- 6.29 To assist the town clerk with the preparation of council, committee and working party meetings, ensuring that statutory requirements are met, and from time to time to cover for the town clerk when absent.
- 6.30 To assist the town clerk in managing the contents on the website, from publishing agendas, minutes, reports, attendance registers to news, vacancies and statutory notices.
- 6.31 To manage the planning committee agenda and upload planning comments to South Gloucestershire Council after each meeting (with occasional attendance if the town clerk is absent).
- 6.32 To assist with the work associated with elections and interim vacancies, advertising vacancies, filling those vacancies and providing induction support and ensuring that the Register of Interests has been completed and uploaded to the website.
- 6.33 To ensure that the council's IT provider is kept informed of changes to email addresses.
- 6.34 To assist with the arrangement and attendance at special events including, but not limited to Remembrance Day Parade and Christmas lights switch on.
- 6.35 To research training opportunities for staff and councillors and maintaining records of attendance.
- 6.36 To assist the town clerk with the projects that will eventually provide the town council with an office, and at the relevant stage support the town clerk with overseeing the development of this office space: IT, furniture, contracts, recruitment etc.

OTHER RESPONSIBILITIES

- 6.37 Carry out other duties relevant to this post that may be reasonably required to support the operational needs of the council, including supporting other members of staff.
- 6.38 Attend evening meetings and occasional weekend work, as well as events that fall at weekends and outside of office hours and maintain a flexible approach to working hours.
- 6.39 Carry out all duties in accordance with the town council's adopted policies.
- 6.40 Actively support the town council's policies in relation to Dignity at Work, Equal Opportunities, Disability Discrimination and the Health and Safety at Work Act 1974
- 6.41 Work within a multi-disciplinary team and work on your own initiative.
- 6.42 Work with councillors and the staff team in a supportive and courteous manner.
- 6.43 Actively and positively contribute to a personal development programme.

7.0 PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued in advance of the first day of employment.

- 7.1 **Job Title:** Assistant Town Clerk (Finance, Governance and Administration)
- 7.2 **Salary:** The role is banded between Spinal Column Point 18 (£29,260) and 23 (£32,076) for full time and you will progress through this range on annual increments. The pay scale is set nationally and adjusted annually.
- 7.3 **Pension:** You will be enrolled in the Local Government Pension Scheme.
- 7.4 **Holiday entitlement:** You will be entitled to 25 days of annual leave, in addition to bank and public holidays (pro rata).
- 7.5 **Hours of Work.** The role is part time and ideally between 15 hours and 18 hours per week, depending on the applicant's requirement. There is an opportunity to be paid for additional hours at times of the year when the role demands extra work (year end as an example). There is flexibility within the role to work a pattern that suits the individual, adhering to some agreed core hours. In addition, attendance at events and meetings outside the standard working day will enable the incumbent to take time off in lieu, at a time that is convenient.
- 7.6 **Place of Work.** Due to the council not having an office space, you will be expected to work in a hybrid manner, with a weekly in person meeting with other team members, as well as attendance at events and council meetings.
- 7.7 **Reporting Chain:** You will report directly to the Town Clerk but will also report to the Finance and Administration Committee, as well as from time to time providing reports and attending other council and committee meetings.
- 7.8 **Probation:** The post is subject to a six-month probation period.
- 7.9 **Training:** Suitable and relevant training will be available at the end of successfully completing the probation period.

8.0 PERSON SPECIFICATION

Essential Qualities and Desirable Qualities

	Essential	Desirable	Evidence
Experience			
Minimum of three years accounting/bookkeeping experience in a similar small organisation	yes		Application Form
Experience of financial management, including budgetary control for income and expenditure	yes		Application Form
Proven experience in working with payroll and confidential matters linked to payroll	yes		Application Form
Proven experience of working with community groups		yes	Application Form
Proven experience of completing funding bids and grant applications		yes	Application Form
Qualifications and Training			
Five GCSEs (including Maths and English) or equivalent NVQs	yes		
Educated to degree level or equivalent		yes	Application Form
Relevant local government qualification		yes	Application Form
Professional qualification – Finance/Accounting/Bookkeeping	yes		Application Form
Willingness to work towards other relevant qualifications		yes	Interview
Knowledge and Skills			
Good numeracy skills and ability to understand/ interpret financial data	yes		Application Form
Knowledge of relevant financial legislation, policies and best practice	yes		Application Form
Ability to communicate financial information to a wide audience	yes		Application Form
ICT skills, including accountancy software (please specify)	yes		Application Form
Experience of reviewing and tracking workplans and budgets		yes	Application Form
Ability to juggle competing workloads and demonstrate good time management	yes		Application Form
Personal Qualities			
A “Can-Do” attitude	yes		Interview
To have an adaptable and flexible approach to work and working hours	Yes		Interview
Team player, innovative, supportive, motivated and flexible	yes		Interview
Tactful, diplomatic, respect for confidentiality	Yes		Interview