

# **SHEDFIELD PARISH COUNCIL**

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*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## **Recruitment Information Pack**

### **Responsible Financial Officer**

## **Introduction**

Thank you for responding to the Council's recent advertisement for this post. We hope that you find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:-

1. The role of a Responsible Financial Officer
2. The application and selection process
3. The job advertisement
4. The job description
5. The application form

This Recruitment Information Pack will not form part of any subsequent Contract of Employment.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

Closing date for receipt of completed applications is midnight on 6<sup>th</sup> August. If selected for interview you will be contacted the following week.

Should you wish to have an informal discussion prior to submitting your application, please feel contact the Clerk.

**Jo Fox**

Clerk at Shedfield Parish Council

**Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB**

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## **1. Role of the Responsible Finance Officer to the Council (RFO)**

### **Why become an RFO?**

Becoming an RFO to a Parish Council is one of the most rewarding jobs in a local community - competent financial management underpins a good Council.

The role of the RFO is to ensure that the Council as a whole conducts its financial business properly and to provide independent, objective and professional advice and support. Being an RFO puts you in the centre of things.

Parish Councils are part of Local Government in Hampshire together with Winchester City Council. Hampshire County Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal. Winchester City Council is responsible for local services including housing, local planning and refuse collection.

Parish Councils are the part of government closest to the people. They are the only local government tier that represents residents at Parish level.

Parish Councils can “precept” – raising a local tax each year, paid as part of Council Tax, to improve facilities and services for local people. Their powers and duties cover many things that we may take for granted where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public lavatories, rights of way, roadside verges, bus shelters, village greens, public amenity areas, recreation grounds and playing fields as in Shedfield parish.

Parish Councils are consulted on, and can comment on, planning applications, and can be represented at public inquiries. Similarly, they advise the District authorities on the views of residents, and especially on priorities for local investment.

Shedfield Parish Council delegates much of its day-to-day business to its committees. Full Council then meets every three months where the decisions or recommendations by the committees are resolved.

The Responsible Financial Officer will work with the Clerk and Chair of Finance and Admin Committee to ensure that the Council conducts its business properly and to provide independent, objective and professional advice and support.

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## What does the RFO to the Council do?

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as:

- To ensure that the Council conducts its financial business lawfully;
- To administer all the Council's financial paperwork;
- To ensure that the Finance meeting papers are properly prepared;

The key duties and responsibilities of the post are in the job description included in this pack.

Like everything else in life, once you know how to do it it's a very rewarding role.

It is important to understand however that being an RFO to a Parish Council is a job not a spare time activity! Fundamentally the job is no different for large or small Councils. What is different however is the amount of time needed to deal with the volume of business.

Most Council meetings are held in the evening, so you will need to be able to work occasional evenings and possibly weekends.

## Skills and attributes needed.

RFO's usually pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the Pack, but underlying these qualities is a sense of public duty - of wanting to help others in the community.

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## 2. Application and selection process

### Selection Process

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form;
- Selection interviews, with a panel of interviewers consisting of Councillors of Shedfield Parish Council and the Clerk.

You should complete the enclosed Application Form in full and not disregard any section.

CV s are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission to do so.

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If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment. In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

## Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010.

We will appoint purely on merit and suitability for the post on offer.

## Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

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## 3. Job advertisement

Shedfield Parish Council is seeking a Responsible Finance Officer to help us deliver for our community. Shedfield Parish incorporates the villages of Shedfield, Shirrell Heath and Waltham Chase.

As Responsible Finance Officer you will manage the administration of the Parish Council's finances and financial records including liaising with the independent auditors, Councillors and Clerk.

Financial accounting experience is desirable along with working on own initiative. Applications are invited from suitably qualified and experienced persons, who can deliver work in a timely manner with an understanding of the background behind it, together with good communication skills.

The Council is a pro-active Council and is keen to meet the needs of the community by prioritising the management and delivery of identified projects that enhance village life. Parish Council and committee meetings usually take place on Monday evenings.

Flexible hours: 8 per week with occasional additional evening meetings

Salary £ 18-23K (£12.98-£14.42 per hour) LC2 scale

Application deadline: 6 August 2021. If selected for interview you will be contacted by 16 August 2021.

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## 4. Job Description

Job Title:	<b>Responsible Financial Officer to the Council</b>
Reports to (line manager):	Clerk
Accountable to:	The Council
Key accountabilities:	Proper Financial Management of the Council

### **Responsible Finance Officer**

To provide support and advice to the Clerk, assistant Clerk and all Councillors on any matters that fall in the scope of the responsibilities below:

#### **Finance & Administration Committee Meetings**

Raise an Agenda and publish in the correct time frames for 3 meetings a year.

To attend and provide support and information for the Chair of the meetings.

#### **Reporting to Council**

To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments and other relevant matters.

#### **Precept**

To prepare and submit the precept to Winchester City Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.

#### **Bank**

Ensure monthly bank reconciliations are carried out and discrepancies investigated on a monthly basis. Ensure appropriate sign off by Council.

#### **Financial Regulations**

Ensure these are revised at least annually and updated in accordance with any published amendments or agreed Council amendments.

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## **Payments**

To ensure that all suppliers invoices are checked, loaded and processed for payment in a timely manner. Reconcile statements where appropriate.

Compile and process monthly approval lists of direct debits and payments to be made monthly. Load onto the online banking for authorisation by councillors.

## **Income**

To ensure that all money due to the Council is billed and collected promptly.

To bank regularly all money received by the Council.

## **Payroll/Pension**

Collate the monthly payroll information for processing at the payroll bureau. Ensure HMRC is paid for the PAYE and NI liability within HMRC deadlines.

Upload the monthly pension payments and ensure contributions are paid on time. Ensure auto re-enrolment happens within the Pension Regulators time frames.

## **Fixed Assets**

To maintain the Council's fixed asset register.

## **Risk Management**

Review and update the Council's Financial Risk Register at least annually.

## **Internal Controls**

Review and monitor the Council's systems and ensure that proper checks and controls are in place alongside the appointed Internal auditor.

## **Internal Audit**

To arrange for appropriate Internal Audit in accordance with the Financial Regulations

Prepare and provide requested information for the twice yearly appointed Internal Auditor.

## **VAT**

To take overall responsibility for the prompt submission of VAT Return Forms for repayment claims.

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## **Investments and Cash Flow**

To manage and advise Council on the Investment accounts. To manage the cash flow of the Council's money and bank accounts.

## **Annual Returns and Accounts**

Produce the year-end Financial Statements and the Councils Accountability and Governance Return (AGAR) in accordance with applicable legislation and guidelines. Within the applicable time frames and to be provided to the Council's External Auditors for inspection and sign off.

## **Budgets**

To work alongside each Committee to prepare an annual budget. To monitor and report spending to budget and provide explanations for variances.

## **Shedfield Recreation Ground Charity & Shirrell Heath Allotment Charity**

To ensure the Charities are run within the Charity Commissions Guidance and annual returns are submitted in accordance with Charity Law.

All the above tasks also apply to the Charities as they follow the Councils' Financial Regulations.

**Additional Council duties may be required.**

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## SHEDFIELD PARISH COUNCIL APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by: **Midnight on 6 August 2021**

Email: [clerk@shedfieldparishcouncil.org.uk](mailto:clerk@shedfieldparishcouncil.org.uk)

Post Applied for:	<b>RFO TO THE COUNCIL</b>	Available Start Date:	
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It is important that you read the job description and personal specification before completing this application form. Please complete this form fully using black ink or type. **CVs are not accepted.** Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

Personal Details			
Surname:		Forename(s):	
Previous or other name:		Preferred Name:	
Address:			
Postcode:		National Insurance No:	
Home Telephone No:		Mobile No:	
Email address:			
Relatives / others interests			
Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Shedfield Parish Council?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the name of the person and the capacity in which you are known to them.			
If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the nature of interest.			

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<b>Education</b>				
Please give details of any educational, technical and/or professional qualifications. If you are currently studying, please provide details of the qualifications you are studying for.				
Examinations/Qualifications taken	Subject taken or to be taken	Results and Grades	Awarding Body	Date Obtained (DD/MM/YYYY)

<b>Training / Job related training undertaken in the last 5 years</b>				
Please list any course(s), which you have undertaken that are relevant to the job. Continue on a separate sheet if necessary. Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)				
Length of Course	Course Title	Certificates / Qualifications gained	Date (DD/MM/YYYY)	Grade

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## Membership

Please indicate membership of any organisation(s) relevant to the job.

Name of Organisation	Type of Membership	Is Membership Current?

## Skills, Abilities, Experience and Achievements

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed.

(State who provided training and duration of training.) Examples could include: short courses, skills training, external awards/activities, etc.

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<b>Present or more recent employment, voluntary work or role</b>			
Job Title:		Line Manager's Name & Job Title:	
Employer's Building No & Address:			
Employer's Postcode:		Employer's Telephone No:	
Hours worked:		Dates Employed:	From To
Notice Period:		Current Salary plus Benefits:	
Key Duties:			

<b>What is your reason for leaving:</b>	
Will you continue in any other employment, should you be offered this appointment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Previous Employment History		
Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g., unemployment, voluntary work, raising a family, part time work and working overseas).		
Name of Employer	Job Title and Main Duties	Reason for Leaving and Length of Employment
		Date: From                      To

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## Personal Statement

Personal statement in support of your application for the post. Outline your reasons for applying for this job.

The information you provide in this section will be used in assessing your application for this post.

A decision about whether to interview you will largely be based on this statement.

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## References

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. Referees will be asked for information on disciplinary issues, sickness, absence etc.,

Give details of two people to whom you are not related and to whom a request for a reference can be made.

**Please note that your present or last employer should be given as your first reference.**

If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Name and position held		Organisation	
Address		Telephone No.	
Postcode		Fax No.	
		E-mail	
May we contact this referee prior to interview? (If No, we will contact you for permission before requesting references)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	
Name		Position/Occupation	
Address		Telephone No.	
Postcode		Fax No.	
		E-mail	
May we contact this referee prior to interview? (If No, we will contact you for permission before requesting references)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	

## Equality Act 2010

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantially adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. Shedfield Parish Council is committed to the development of positive practices to promote equality in employment. The Council guarantees an interview to disabled applicants who meet the essential shortlisting requirements. If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

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Do we need to make any specific arrangements in order for you to attend the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	

<b>Entitlement to work in the UK</b>
To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document, for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.
Candidates selected for interview will normally be notified within 4 weeks of the closing date. Unfortunately, applicants who do not hear from us must conclude that their application has been unsuccessful on this occasion. <i>Please note that the information provided may be shared with the Job Centre Plus.</i>

<b>Disclosure of criminal background</b>	
The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service. If the post for which you are applying requires a Disclosure & Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website <a href="http://www.gov.uk/dbs">www.gov.uk/dbs</a>	
If the post for which you are applying does not require a Disclosure & Barring Service check, you are still required to answer the following questions but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent.' Please refer to the enclosed information regarding the Rehabilitation of Offenders Act 1974.	
Please answer the following questions.	
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you at present the subject of a criminal charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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If the answer is YES to any of the above questions, please give brief details including the date.  
The Council's Policy Statement on the Recruitment of Ex-Offenders is available on request.

## Applicant Declaration

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful. I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Council.

I accept that information within this application form will be used by Shedfield Parish Council for the purpose of processing my application. Further, should my application be successful and I am employed by Shedfield Parish Council, information about me, including that relating to my ethnic origin and health, will be retained and processed for the purposes of monitoring and employment procedures in accordance with the Data Protection Act 1998.

Signature

Date



### How information about you will be used

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personnel file and information on this form may be stored on a computer.

If your application is unsuccessful your details will be kept for a period of 1 year and will then be destroyed.

### Please return your completed form by e-mail to:

[clerk@shedfieldparishcouncil.org.uk](mailto:clerk@shedfieldparishcouncil.org.uk) no later than 6 August 2021.

You will be notified by 16<sup>th</sup> August if you are chosen for interview.

Or by post to address below.

PLEASE NOTE: CORRECT POSTAGE MUST BE USED TO ENSURE DELIVERY OF YOUR APPLICATION IS NOT DELAYED.

Postage rates must comply with the Royal Mail size guide.

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