

JOIN US

RECRUITMENT PACK

FINANCE OFFICER

MORECAMBE TOWN COUNCIL
MORECAMBE TOWN HALL
MARINE ROAD
MORECAMBE
LANCASHIRE
LA4 5AF

WWW.MORECAMBE.GOV.UK

TELEPHONE: 01524 956026

Dear applicant,

Thank you for your interest in applying for the role of Finance Officer.

This recruitment pack is designed to give you more information about the role and our organisation.

Please note that whilst we accept CVs and cover letters, we will also accept other formats of application - this is to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information you submit - so please ensure that your application contains all the information about you that you want to get across.

Please apply by email, for the attention of Luke Trevaskis, to luke.trevaskis@morecambe.gov.uk no later than 6 March 2023.

If you would like an informal discussion about the role and our organisation, or if you have any other questions please call 01524 956026.

Yours faithfully,



Luke Trevaskis
Chief Officer



ABOUT US

Morecambe is a welcoming community, proud of its historic past, which looks forward to a thriving and sustainable future.

Established in 2009, the Town Council is the most local level of government for the town of Morecambe.

Having recently been the first local authority in Lancashire to achieve Quality Council status, the Council is in a strong position to be a voice for the community, endeavouring to contribute to the town, and support others and those groups who do the same.

The Council comprises of twenty-six elected councillors across eleven wards and elections take place every four years.

The council is supported by a small team of officers to fulfil its ambitious plans, and it expects to see considerable growth in the delivery of a wider variety of services for the community in the coming years.

Through its strategic three-year action plan, the Council is currently delivering a programme of community events which aim to work with residents to boost economic outcomes for Morecambe, drive entrepreneurship and increase civic pride across the town.

ABOUT THE ROLE

It's an exciting time to be joining the Council and we've recently restructured our team to make our organisation more dynamic, efficient and effective.

As a Finance Officer you will be responsible for leading the organisation's administrative financial function, managing accounting systems, and contributing to the success of the day-to-day operation. You'll work collaboratively with our staff, residents, associates, and partners.

The ideal candidate will have strong financial management skills, enabling them to support and work closely with the Finance and Governance Committee. They will be a highly skilled financial administrator, capable of multitasking and working efficiently to deliver the ambitious work of the Council.

In addition to financial management, you will identify sponsorship opportunities with local businesses and source funding from grant providers.

The role includes occasional evening and weekend working as some meetings and events will take place outside office hours.

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Morecambe Town Council believes its mission is to represent the best interests of the town and people of Morecambe. To enable communities to participate in, and inform local decision making - providing a platform and voice for all.”



WORKING FOR THE TOWN COUNCIL

Morecambe Town Council recognise its biggest asset is its staff and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and your manager (the Chief Officer) has an open-door policy - welcoming and encouraging requests for support and guidance.

You will be required to attend frequent staff meetings which will be focussed on employee development, problem solving and action points.

Morecambe Town Council provides an Employee Assistance Programme to give staff additional support. This provides you with access to a confidential support helpline for a range of issues including stress and anxiety.

The Council operates a flexible working policy to ensure staff do not work more hours than they are paid; this allows staff (with agreement of their manager) to build a credit or debit balance of working days.

All out of pocket expenses will be reimbursed in line with the Council's expenses policy.

The Council organises fun and exciting team building activities throughout the year to foster strong bonds between colleagues.



JOB DESCRIPTION

1. Provide full day-to-day financial management, under the direction of the Responsible Financial Officer, ensuring that all book-keeping is up to date, and accurate accounting records are kept for all transactions, balance sheets, VAT, purchase orders, petty cash, bank reconciliations, and any other accounting responsibilities.
2. Provide monthly, quarterly and annual financial reports to the Council and its Committees, uploading to the website as required.
3. Work with officers and members to produce project budgets, business cases and financial forecasting, preparing revenue and capital estimates for the Council each year.
4. Process any invoices as required, ensuring that all money due to the Council is collected promptly.
5. Setting up and managing a system for the Council to make credit card payments, and process sales via a merchant terminal, negotiating best payment terms with suppliers.
6. Ensure risk assessments are undertaken for all financial activities and council policies are reviewed and adhered to, regularly performing tests to detect and prevent fraud.
7. Prepare all year end close accounts and facilitate the annual internal and external audit.
8. Prepare agendas and minutes for the Finance and Governance Committee meetings.
9. Facilitate any requests from the public to view the Council's accounts and respond to requests submitted under the Freedom of Information Act.
10. Maintain an up-to-date asset register, and ensure quotes are regularly obtained and price-checked for office services such as insurances, broadband, telephone, and utilities.
11. Undertake administrative duties in relation to payroll, and staff onboarding.
12. Write bids to obtain sponsorship and grant funding to maximise available funding opportunities.
13. Undertake training and professional development relevant to the role.
14. To undertake any other duties commensurate with the level of the post as may be required by the Council.

PERSON SPECIFICATION

The person specification is used to decide if you are the right person for the job.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at B or above in English and Mathematics (E)
- Educated to A-Level (or equivalent experience) or higher (E)
- Professional qualification such as AAT, ACA, ACCA, CIPFA, CIMA, ICAEW, ICAS, ICAI, ICM (E)

SKILLS AND KNOWLEDGE

- Strong IT skills, including MS Excel (E)
- Excellent written and verbal communication skills (E)
- Ability to produce detailed financial reports (D)

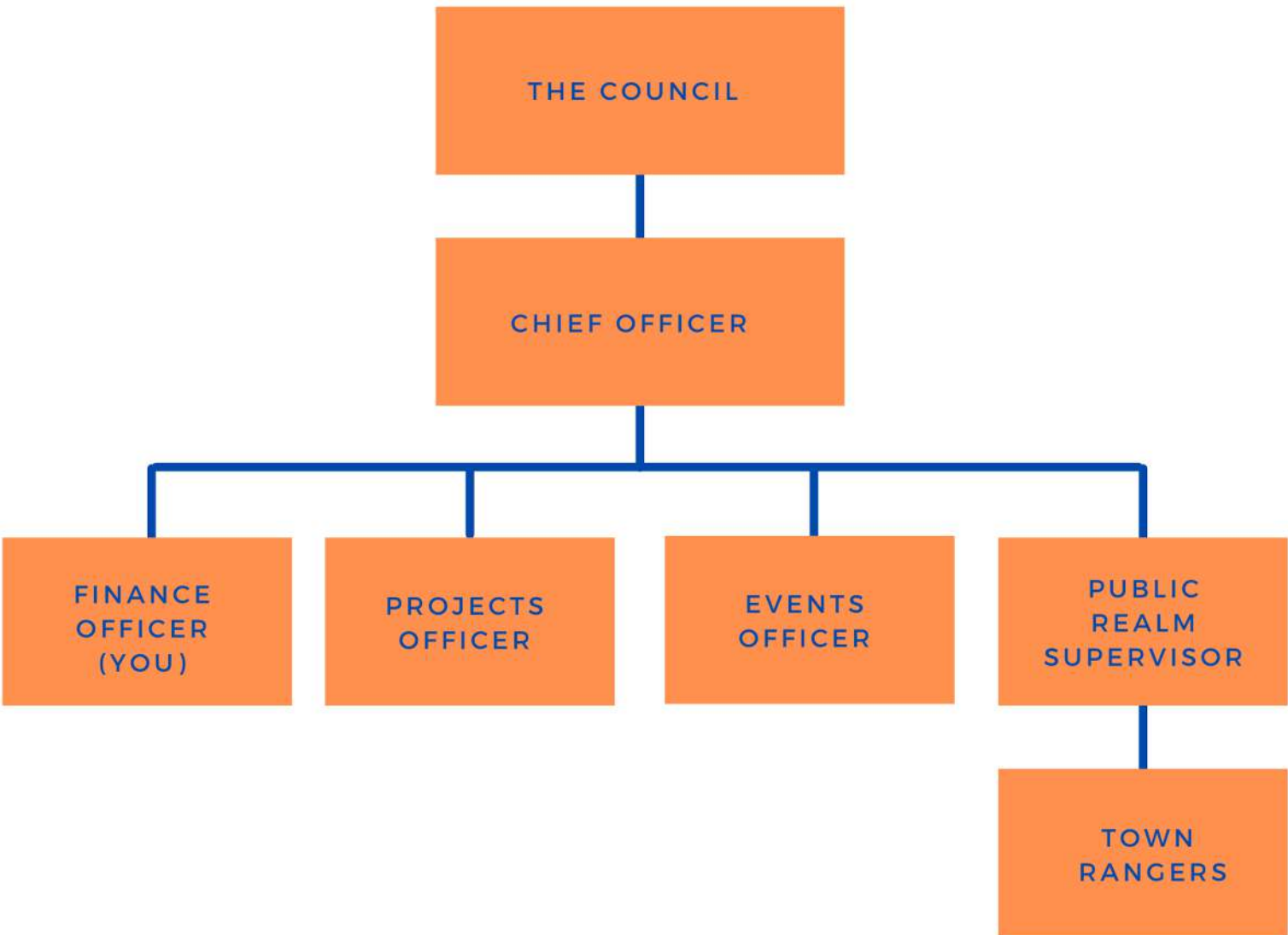
EXPERIENCE

- Proven work experience in a similar role using financial software (E)
- Solid knowledge of financial and accounting procedures (E)
- Excellent analytical and numerical skills (E)
- Experience using website design software such as Wordpress (D)

PERSONAL ATTRIBUTES

- A flexible, enthusiastic and proactive approach to work (E)
- Ability to self manage and motivate (E)
- Ambassadorial working style (E)
- Ability to work evenings and weekends as required (E)
- Ability to keep calm and measured, particularly whilst delivering events (E)
- Ability to manage a varied workload and multitask to deadlines (E)
- Value the importance of community and the work of the Town Council (E)

ORGANISATIONAL STRUCTURE





SELECTION PROCESS AND INTERVIEWS

The closing date for applications is 6 March 2023.

A shortlisting panel comprising the Chief Officer and members of the Personnel Committee will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification.

The Council aims to shortlist candidates for interview by 8 March 2023 and you will be notified by email of the outcome.

Interviews will be held during the week commencing 13 March 2023.

The interview panel will comprise of the Chief Officer and a member of the Personnel Committee.

PRINCIPAL TERMS OF EMPLOYMENT

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

JOB TITLE

Finance Officer

SALARY

You will start on local government SCP 24-28 (£29,174 - £32,798) dependant on experience, skill set, and qualifications.

These values are set nationally and adjusted for inflation annually.

HOLIDAY

You will receive 8 weeks annual leave.

HOURS OF WORK

This role is full time for 40 hours per week.

Evening and weekend working may be required in the delivery of events and will be part of the flexible working arrangements.

SICKNESS

You will be paid in accordance with Statutory Sick Pay.

PENSION

You will be enrolled in the Local Government Pension Scheme.

PROBATION

New starters are subject to a six-month probation period.

APPRAISAL

All staff undergo an annual appraisal.

