

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

Tel: +44 (0)1628 661381 • Fax: +44 (0)1628 666025

15th January 2019

Re: Finance Manager vacancy – Burnham Parish Council

Thank you for your interest in the Finance Manager position at Burnham Parish Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit a CV; details of two referees; and a covering letter. The covering letter should state why you are interested in the post, and how you feel you meet the each aspect of the person specification criteria.

The closing date for applications is **Friday 1st February 2019 at 1pm.**

Interviews will be held the week beginning Monday 11th February 2019.

For more information, please contact me on 01628 550385 or clerk@burnhamparish.gov.uk.

Yours sincerely,



Sheridan Jacklin-Edward BA (Hons) MA PSLCC
Parish Clerk



JOB DESCRIPTION

Position: Finance Manager	Salary: £33,000 per annum pro rata
Reports to: Parish Clerk	Hours: 19 hours per week (0.5)
<p>Job summary</p> <p>We are looking for a Finance Manager to join our team, taking an active role in managing the financial work of the Council, and supporting our efforts to build a stronger and more vibrant community.</p> <p>The Finance Manager is responsible for all aspects of the financial administration of the Council, and works with the Parish Clerk to monitor, manage, and report the finances of both the business activities and community work of the Council. They must be happy managing the day-to-day financial processing, whilst also advising on broader strategy.</p> <p>An engaged and proactive Finance Manager is essential to helping us prudently manage our resources, allowing us to undertake a wide variety of valuable and engaging community events, projects, and services. This is a great opportunity for an individual to make a real difference to the lives of the local community.</p> <p>The successful candidate will work 2 ½ days per week within our small team in the offices in the heart of the village in the vibrant Burnham Park Hall. We are an equal opportunities employer, and support flexible working hours.</p>	
<p>About Burnham Parish Council</p> <p>The Parish Council represents the thriving community of Burnham, a large village of 13,000 residents, set between Slough and Maidenhead, and including the ancient woodland of Burnham Beeches.</p> <p>The Parish Council has 19 councillors and a team of 15 staff. It is the first tier of local government, with responsibilities including managing the impressive and recently built Burnham Park Hall; a large playing fields, the George Pitcher Memorial Ground; parks and playgrounds; street furniture and local amenities; a wide variety of community events; supporting local organisations; and representing the views of the local community on issues such as planning and on local and national consultations.</p> <p>You can find out more about us at our website: www.burnhamparish.gov.uk</p>	

Responsibilities

- Entering onto Sage all purchase invoices, payments, sales invoices, etc
- Ensuring prompt payment of all invoices
- Reconciling all bank accounts
- Preparing all payments (primarily online banking)
- Managing an imprest petty cash system
- Preparing monthly management accounts
- Monitoring VAT and preparing returns
- Managing payroll, pension payments, and HMRC submissions and payments
- Monitoring debtors and creditors
- Carrying out weekly banking of café and bar takings
- Working with the Clerk to prepare accounts for audit
- Actioning audit recommendations
- Advising on and making system improvements to streamline our processes and continual improve our accountability and transparency to councillors and residents
- Keeping up to date on local government finance and accounting requirements to ensure the Council complies with legislation and its Financial Regulations
- Keeping informed of the Parish Council's wider work
- Providing office cover during staff absences

Person Specification**Essential**

- AAT Level 3 Diploma or equivalent qualification / experience as a minimum
- Confident Sage and Microsoft Excel user
- Proven proficiency in use of accounting systems
- Proven accounts payable and receivable processing skills
- Experience running a payroll system
- Excellent interpersonal skills
- An accurate, methodical and efficient approach
- Able to work under own initiative
- A team member with the willingness to engage with the work of the Council
- A proactive attitude to identifying and solving problems
- Adaptable and flexible approach
- Good general IT knowledge

Desirable

- Knowledge of local authority accounting procedures and financial regulations
- Experience working in the public sector
- Full driving licence and access to a vehicle

Further details

The role is 19 per week, usually during office hours (9am to 5pm Monday to Friday), but with some evening meetings, and with exact timings to be negotiated with the successful applicant. The Parish Council is an equal opportunities employer and committed to good staff welfare, including flexible working arrangements.

The position is based in the Parish Council offices in Burnham Park Hall, in the centre of the community, and close to shops and local amenities. Burnham Park Hall has a thriving programme of events, as well as a café offering a staff discount.