GLEN PARVA PARISH COUNCIL

Admin Assistant Vacancy - POST C FINANCE SUPPORT

We are looking for a highly organised and detail-oriented Admin Assistant to join our Parish Council Office team. This role is vital to the efficient operation of our Parish, assisting with various administrative duties and supporting our community outreach efforts

Position Details:

Job Title Admin Assistant Post C – FINANCE SUPPORT

• Location: Parish Council Office

• Salary: NJC SCP 11 £25,979 per annum (pro rata) £13.50 per hour

• Hours: 9 hours per week Monday, Wednesday, Friday, 9.30 a.m. – 12.30 p.m.

Type: Part-time

Application deadline: 12 Noon on 15th November 2024

Email address: manager@glenparvaparishcouncil.org.uk

Phone number: 0116 2771450

In this role, you will provide essential Financial support to the Parish Clerk.

Key Responsibilities include:

- * To support the Parish Clerk in the financial administration of the Council, including as necessary, the day to day management of the Council's accounts, monthly reconciliation of the accounts, operation of the finance system and all associated tasks.
- * Support the Parish Clerk in identifying funding opportunities and help prepare bids for grant funding
- * To produce monthly bank/petty cash reconciliations and payments
- * To assist Parish Clerk with the calculation and preparation of the Annual Return for submission to both the Internal and External Auditors.
- * Assist the Parish Clerk in the preparation of annual budgets and prepare financial reports and papers for approval by Council members.
- * Deal with weekly banking arrangements, including all monies from Library & Park Café as well as income from Hall Hirers and any other events.
- * Assist the Parish Clerk in all matters related to VAT and other income tax matters
- * Assist with the management of staff payroll and the Local Government pension Scheme.
- * Assist with the processing of invoices and receipts for payment, maintaining accurate financial records.

- * Process and deal with all financial matters associated with Community bookings of rooms and premises.
- * Assist the Parish Clerk in the maintenance of all accounts including those for audit and ensure all financial procedures are adhered to as outlined in Council Financial Regulations.
- * Assist the Parish Clerk to manage the Council's tendering procedure and awarding of contracts, ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.
- * Attend and provide reports and advice to the Finance Policy and Resources Committee for consideration.
- * Attend training courses or seminars as required.

This is a description of the main duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the parish council

Oualification & Skills:

- Proven administration experience, preferably in a local government or community setting.
- * Excellent accounting skills.
- * Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- * Have working knowledge or used RIALTAS or SAGE or other financial support software.
- * Have great attention to detail and be highly organised

The post is permanent and subject to a period of successful probation. We are looking for the successful candidate to be flexible, willing and to start as soon as possible.

Glen Parva Parish Council aims to be an Equal Opportunities employer, employing people on merit and ability to do the job, and welcomes applications from people from all sections of the community.

Disability Discrimination Act:

Reasonable adjustments will be considered under the Disability Discrimination Act 1995 (and any amendments) for job applicants who, because of disability, cannot meet particular requirements.

Offer of employment:

Any offer of employment would generally be subject to satisfactory references and of legal entitlement to work/employment in the UK. A criminal records check through Data Barring Service would be undertaken.

Data Protection and Information:

All information given will be processed in line with the principles of the "Data Protection Act".

Information is only used by Glen Parva Parish Council for the purpose of recruitment and employment; for a person's involvement in the Council and for statistical monitoring. If at any time a person objects to this, they should contact the Clerk to the Council.

GLEN PARVA PARISH COUNCIL

ADMIN FINANCE SUPPORT PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Education			
Good standard of general education to GCSE level or equivalent	х		С
High level of literacy and numeracy	Х		I / PT
Education to A level or above		х	C
Relevant qualification in local government e.g FiLCA or willing to work towards qualification		х	
Experience and Knowledge			
Working in an office environment	Х		A/I
Experience of dealing with a wide range of people, within and external to the organisation		x	A/I A/I
Experience of producing reports	Х		A/I
Local Government experience, especially in a town or parish council		Х	С
Recognised financial qualification		Х	С
Experience of accounting software e.g Rialtas, Sage or similar	x		A/I
Chille and Demond One little			
Skills and Personal Qualities	X		A / I
High standard of written and verbal communication Good interpersonal skills, including ability to relate	X		A / I A / I
sensitively and appropriately for the nature of the topic in hand	^		A/1
Organised and diligent working attitude	х		A/I
Clear speaking manner (telephone and in person)	Х		A/I
Fully computer literate and able to use various programs confidently and competently	Х		I / PT
Good administrative skills	Х		A/I
Ability to work effectively, flexibly and enthusiastically in a small team	Х		A/I
Ability to work accurately and pay attention to detail, to work to deadlines and under pressure	Х		I / PT
Ability to deal with different strands of work concurrently, organise work and set priorities	х		I / PT
Interest and empathy with local community issues		Х	I
Special conditions			
Able to attend occasional evening meetings, as and when necessary	Х		I
Willing to attend training for the job, JJ as necessary		Х	I
Flexible and willing to cover other aspects of Office work during unexpected absences	Х		

KEY: A = Application form C = Certificates I = Interview PT = Practical Task



GLEN PARVA PARISH COUNCIL

APPLICATION FORM

ADMIN ASSISTANT POST C - FINANCE SUPPORT

Glen Parva Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions on this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form. **Please complete the form in black ink or type.** Return your form by post or email to the Parish Office at Memorial Hall, Dorothy Avenue, Glen Parva, Leicester LE2 9JD on or before the closing date.

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PERSONAL DETAILS				
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Title	Surname	First Name		
		* .		
Home address:				
Post Code				
Contact Details:				
Telephone	Home	Mobile		
Email address:				
PREVENTION OF IL	LEGAL WORKING			
The Parish Council is obliged to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or Birth Certificate to satisfy the Council that you comply with this requirement. Do you require a work permit to take up employment in the UK? YES / NO				
	rk permit to take up employment in the UK?	n the UK? YES / NO YES / NO		
Are you legally eligib	ole for employment in the UK?	YES / NO		
Are you legally eligib Do you have any crir If yes please give de	ole for employment in the UK? minal convictions? tails on a separate sheet, this sho			
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	ils of any relevant training you have		ership of any professio	nal body
Dates	Body /Organisation	Details		

			,	
CURRENT OR	MOST RECENT EMPLOYMENT			
	your most recent employment. Brief		uties and responsibiliti	es of your post
If you wish to exp	oand on specific areas of responsibili	tv. please do so in late	er section: Experience	/ skills
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1.Current/most re	ecent employer/organisation			
Name				****
Address				
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3.Previous emplo	yee/organisation			
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Address				
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Brief description	on of duties			
Reason for lea	ving /Changing			
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EXPERIENCE AND SKILLS	
This section is for you to give sp	pecific information in support of your application.
skills and experience necessary for Please say why you are applying for	nd Person Specification carefully, consider to what extent you have gained the the post. The post and what skills and knowledge you have which would enable you not have been gained in paid employment but may include special interests
REFERENCES	
employer. Testimonials or reference	sition/occupation of two referees. One must be your present or more recent es from friends or relatives are not acceptable.
1.Name.	Silver in the control of the control
Position.	
Organisation.	
Address.	
Tel.	
Email Address.	tain a reference before interview? Yes / No
il you are shortlisted may we ob	ain a reference before interview? Yes / No
2. Name.	
Position.	
Organisation.	
Address.	
Tel.	
Email Address.	ain a reference before interview? Yes / No
If you are shortlisted may we obt	and a reference perofe interview? Tes / NO
DECLARATION AND DATA PRO	OTECTION ACT CONSENT
I declare that all the foregoing detail	s given in this application are true to the best of my knowledge and
understand that verification checks	may be made. I also understand that if the information I have given is found
any employment gained.	e sufficient grounds for disqualification from appointment or dismissal from
I understand that the information give	ren inn this form will be processed only by the Council for the purpose of
	byment and if I am successful in my application this form and the information file for such time as I am an employee and for up to six years after the end
of my employment. Otherwise this for	orm will only be retained by the Council for so long as is required in
connection with the application.	
Signed:	Deter
Signed.	Date:
INTERVIEW ARRANGEMENTS	
It is hoped to hold interviews for the	se posts sometime during the week commencing Monday December 2 nd .
Shortlisted candidates will be notified	d in advance with further details of the interview process.
If successful, are there any dates in	the near future when you are not available for work?
in succession, are there ally udles ill	the hear ruture when you are not available for WOIK?