



**Northampton Town Council**  
**Appointment of support staff**  
**Application Pack**

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*Northampton's magnificent and historic Guildhall will be the Town Council's operational base*



## Northampton Town Council

### COME AND JOIN OUR TEAM!

Northampton Town Council is the newest and largest town council in England and Wales serving an estimated population of 130,000 with a very diverse demographic.

This is an exciting opportunity join the small team of officers who will be supporting our newly appointed Town Clerk in helping to shape the style and direction of the new Town Council ensuring it is readily capable of responding to the needs of the local community.

#### **Administration Officer (full time) £29,577 p.a.**

Managing Council and Committee meetings including preparing agendas, reports and minutes. Experience of local council procedures essential

#### **Administration Assistant (25 hours a week) £15,594 p.a.**

Managing the Council's website and communications including its social media presence

#### **Finance Assistant (25 hours a week) £19,641 p.a.**

An experienced accounting technician who will be responsible for inserting receipts and payments in the Council's accountancy software system

If you believe you would relish working in a small team with a hands-on, can-do attitude, we would love to hear from you. An application pack with full details of each position, including how to apply, can be obtained from Northampton Town Council's website at [Work for Us | Northampton Town Council](#)

**The closing date for applications is:  
10.00 a.m. Friday 19<sup>th</sup> February 2021**

## **A new Town Council for Northampton**

Local Government in Northamptonshire is changing on 1<sup>st</sup> April this year. All existing boroughs, districts and the county council are being replaced on 1 April 2021 by two new unitary councils: North Northamptonshire Council, and West Northamptonshire Council which will include the current Borough of Northampton.

Following an extensive public consultation in 2019, a new Town Council has been created to serve an electorate of 95,000 and an estimated population of 130,000, making it the the largest local council in England and Wales.

### **What will it do?**

The main function of the Town Council will be to give a democratically elected voice to the people of the Northampton on the key issues facing the town. It will also ensure that the town's rich heritage and traditions will be protected and enhanced as well as providing a range of local services. Discussions are continuing on which Borough assets and services will transfer to the Town Council on 1 April 2021.

### **Who is running the Council?**

There will eventually be 25 councillors representing 21 Wards (or electoral areas). Elections due to be held in May 2020 were cancelled as part of coronavirus restrictions and the Borough Council has appointed 24 existing Borough Councillors to act as town councillors until the new date for elections on 6 May 2021. The current Acting Town Clerk is Richard Walden but a new permanent Town Clerk, Marion Goodman, will start her duties on 1<sup>st</sup> April.

### **The Staff Team**

In addition to the Town Clerk and the Civic and Mayoral Officer we are seeking to recruit three further staff to complete our team of support staff based at the Council's headquarters at the historic Guildhall. As well as the specific duties for each post as mentioned in the relevant Job Description, all staff will work as a team helping the Town Clerk deliver the Council's exciting programme of civic and community events and services. Other staff are expected to be transferred to the Town Council once negotiations on the transfer of services have concluded.

As the services delivered by the Town Council develop and grow there will be excellent opportunities (with support and training readily available) for all postholders to develop personally and professionally.

## **NORTHAMPTON TOWN COUNCIL**

### **Support Staff**

#### **How to Apply**

1. Please read all of the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.
2. The application form should be completed in full indicating for which of the positions you are applying. Shortlisting will be based on the information provided. CVs will not be accepted.
3. Please also complete and submit the Equality and Diversity Monitoring Form with your application.
4. **The closing date for applications is 10.00 a.m. on Friday 19<sup>th</sup> February 2021.**  
Applications received after this time may not be considered.
5. Could kindly send your application to the Acting Town Clerk, Richard Walden, by email to: [clerk@northamptontowncouncil.gov.uk](mailto:clerk@northamptontowncouncil.gov.uk)

If you would like to discuss the position which interests you informally with the Acting Town Clerk, Richard Walden, please email him at [clerk@northamptontowncouncil.gov.uk](mailto:clerk@northamptontowncouncil.gov.uk) indicating the times you would be available to receive a phone call.

6. Applicants who have been shortlisted for assessment/interview will be advised by 23<sup>rd</sup> February 2021
7. Interviews will take place by Zoom for the Administration Officer on the morning of Thursday 25<sup>th</sup> February; for the Administration Assistant on the afternoon of Thursday 25<sup>th</sup> February; and for the Finance Assistant on the morning of Friday 26<sup>th</sup> February. Full details will be sent to shortlisted candidates.
8. It is hoped that the successful candidates will be able to start their employment on Thursday 1<sup>st</sup> April 2021.

# **NORTHAMPTON TOWN COUNCIL**

## **Job Descriptions**

### **Administration Officer**

**Responsible to:** The Town Clerk and Responsible Financial Officer

**Responsible for:** The Administration Assistant

#### **Key Responsibilities**

1. To prepare and publish, in consultation with the Town Clerk and appropriate Chairs, agendas for meetings of the Council, Committees, Sub-Committees and Working Parties in accordance with all statutory requirements and prepare minutes for approval.
2. To attend and to clerk such meetings as may be required by the Town Clerk on her behalf and to advise Councillors on correct council and committee procedures.
3. To manage the offices of the Council at the Guildhall.
4. To provide direct Administration support to the Town Clerk.
5. To support the Finance Assistant in the performance of their duties and to act in their absence.
6. Jointly with other members of the staff team to actively engage in supporting Town Clerk in the administration and delivery of all Council services and activities.
7. Jointly with other staff team members to respond efficiently to enquiries from the public in person, by phone or electronically.
8. To develop a detailed understanding of the administration of all Council services and to actively contribute to their continuous improvement.
9. In the absence of the Town Clerk to act on her behalf, if necessary, after consultation with the Chair of the relevant committee.
10. Such other duties appropriate to the grading of the post as the Town Clerk may from time to time delegate.

## **Administration Assistant**

**Responsible to:** The Administration Officer

### **Key Responsibilities**

1. To manage and develop the Council's website and social media profile and to support the Council's communications activities including a proposed newsletter.
2. To assist the Administration Officer in the performance of their duties.
3. Jointly with other members of the staff team to actively engage in supporting Town Clerk in the administration and delivery of all Council services and activities.
4. Jointly with other staff team members to respond efficiently to enquiries from the public in person, by phone or electronically.
5. Such other duties appropriate to the grading of the post as the Town Clerk may from time to time delegate.

## **Finance Assistant**

**Responsible to:** The Town Clerk and Responsible Financial Officer

### **Key Responsibilities**

1. To undertake the day to day administration of the Council's accounting system including; all transactions through the cash book, purchase, sales and nominal ledgers. *(Note: The Council intends to operate the Omega accounting supplied by RBS Rialtas, in which full training will be provided)*
2. To assist the Town Clerk/Responsible Financial Officer or Financial Consultant in the preparation of all financial reports as necessary.
3. Jointly with other members of the staff team to actively engage in supporting Town Clerk in the administration and delivery of all Council services and activities
4. Jointly with other staff team members to respond efficiently to enquiries from the public in person, by phone or electronically
5. Such other duties appropriate to the grading of the post as the Town Clerk may from time to time delegate.

### **Specific Duties**

1. To maintain the Council's Cash Books by entry of all receipts and payments, including reconciliations for all Council bank accounts plus control and management of petty cash.
2. To manage the Council's purchase ledger by raising all necessary purchase orders, reconciliation of purchase orders to supplier invoices and ensure approval by the relevant line manager. Entry of all supplier invoices through the purchase ledger and

allocate to the relevant budget code/service heading. To ensure payment of all Council suppliers by BACS or other means in a timely manner including approval by members.

3. To manage the Council's Sales Ledger, to include the raising of all invoices for the use of the Town Council facilities, to ensure all sales ledger transactions are entered and allocated to the relevant budget codes, income received is matched against relevant invoice and banked regularly. To monitor the sales ledger and ensure all outstanding debts are collected within the relevant credit terms.
4. To manage the Council Payroll and ensure all staff are paid on time and ensure payment of monthly PAYE/NI contributions are made on time. Complete the monthly pension return and make the necessary payment. *(Note: the Council may determine to appoint contractors to fulfil this task)*
5. To assist the Town Clerk/RFO and Financial Consultant in preparing all budget monitoring reports for the Council.
6. To assist the Town Clerk/RFO and Financial Consultant in preparation of year end accounts for both internal and external audit and the completion of the Annual Governance and Accountability Return in accordance with the guidelines of Governance and Accountability for Smaller Authorities in England.
7. To assist with the production of the annual budget.
8. To produce the necessary information for publication under the Local Council Transparency Code.

## PERSON SPECIFICATIONS

### ADMINISTRATION OFFICER

#### Achievements

##### Essential

- Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.
- Three years experience of working for local authority or similar body in a senior Administration role.
- Organisational and Administration experience in a structured environment.
- Proven experience of formal Committee work, agenda preparation and minute taking.

##### Desirable

- Experience of dealing with the public and working on own initiative.
- Previous experience as a parish or town council clerk

#### Knowledge

- Knowledge of local government system, responsibilities and procedures.
- Knowledge of the governance, operational and legal framework in which a Town Council operates including local authority planning procedures.
- Knowledge of health and safety law and data protection.
- Knowledge of local area.
- Knowledge and understanding of importance of good public relations and importance of the Council's profile in the community.

#### Qualities and Attitudes

- Flexible, pro-active and "hands on" approach to tasks.
- Ability to demonstrate tact and diplomacy.
- Community focussed.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Proven ability to work as part of a team.
- Proven ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.
- Business perspective and acumen.
- Sensitivity to working in a political environment.

## **Skills and Abilities**

- Ability to communicate effectively with others at all levels both internally and externally.
- Excellent written and oral communication and presentational skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to develop, implement and monitor effective systems and procedures.
- Ability to organise and prioritise own and others work.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages
- Willingness to work evenings as required and at weekends for Council meetings and occasional events
- Articulate and confident speaker in public meetings.

## **ADMINISTRATION ASSISTANT**

### **Attainments**

#### **Essential**

- Three years experience of managing websites and maintaining an effective social media presence

#### **Desirable**

- Experience of dealing with the public and working on own initiative.
- Previous experience of working in a local authority

### **Knowledge**

- Knowledge and understanding of importance of good public relations and importance of the Council's profile in the community.
- Knowledge of health and safety law and data protection.
- Knowledge of local area.
- Knowledge of local government system, responsibilities and procedures.

## **Qualities and Attitudes**

- Flexible, pro-active and “hands on” approach to tasks.
- Community focussed.
- Proven ability to work as part of a team.
- Proven ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.
- Sensitivity to working in a political environment.

## **Skills and Abilities**

- Ability to communicate effectively with others at all levels both internally and externally.
- Excellent written and presentational skills.
- Ability to organise and prioritise own and others work.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages
- Willingness to work occasionally during evenings and at weekends for occasional events

## **FINANCE ASSISTANT**

### **Attainments**

#### **Essential**

- Proven experience in operating accounting software and financial control systems experience
- Experience in assisting with budget preparation, management.

#### **Desirable**

- Ideally be at AAT or equivalent qualified or be prepared to work towards obtaining the qualification within 1 year of commencement.
- Previous experience of working for local authority or similar body in a financial role.
- Experience of financial forward planning.

### **Knowledge**

- Knowledge of supporting budget setting, audit and monitoring processes and financial management reports.
- Knowledge of insurance procedures and financial risk assessment.
- Working knowledge of accounts and payroll systems and procedures and computer packages.
- Knowledge of local government financial systems and procedures.
- Knowledge of the governance and financial framework in which the Council operates.

### **Qualities and Attitudes**

- Self-reliant and self-motivated with the drive and determination to achieve results and influence others.
- Flexible, pro-active and “hands on” approach to tasks.
- Ability to develop and maintain good relationships with relevant external bodies.
- Be able to show ability of being a good team worker.
- Enthusiastic and willingness to adapt to change.
- Sensitivity to working in a political environment.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.

### **Skills and Abilities**

- High numeracy and analytical skills.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Ability to organise and prioritise own workload.
- Ability to work in a logical manner and to strict deadlines.
- Ability to develop, implement and monitor effective systems and procedures.
- Good presentational and reporting skills using relevant IT programmes.

## **NORTHAMPTON TOWN COUNCIL**

### **Administration Officer Administration Assistant Finance Assistant**

#### **Terms and Conditions of Employment**

For all purposes not specified within this document, these posts are subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/ Green Book).

#### **1. Salary**

a) Administration Officer	Spinal Column Point 25	£29,577 p a
b) Administration Assistant	Spinal Column Point 14	£15,594 for 25 hours pw
c) Finance Assistant	Spinal Column Point 24	£19,372 for 25 hours pw

#### **2. Working Week**

The normal working week is 37 hours for post (a); however posts (b) and (c) are 25 hours per week. The Council is willing to be flexible in agreeing to the actual hours worked each day with also the possibility of some hours being worked from home PROVIDED it is able to maintain a public interface presence at the Guildhall offices during key hours.

#### **3. Place of Work**

The Council is located in the Guildhall, St Giles Square, Northampton but you may be required to work from other locations as the exigencies of the position require.

#### **6. Annual Leave**

The post holders are entitled, in addition to the normal bank and public holidays, to 25 working days' leave in each leave year (part years pro rata). The leave year runs from 1 April to 31 March. In addition to general national holidays, two extra statutory days are given, the timing of these extra-statutory holidays is by mutual arrangement.

#### **7. Period of Notice**

The post is subject to a 6 month probationary period

The post holder must give at least one month's written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and one month's written notice after successful completion of the probationary period.

## **8. Pension**

The postholder will be entitled to join the contributory Northamptonshire Local Government Pension Scheme.

## **9. Employee Development Scheme and Salary Review**

These are important posts whose successes will contribute to the successful development of the new Town Council. The Council therefore will provide developmental support through an annual appraisal process which will identify any additional training and personal development needs.

During the initial six months probationary period you will receive monthly one to one interviews with your supervisor to help you settle in to the role, to identify any additional support you may need and to agree personal goals.

## **10. Health and Safety Regulations, Other Legislation & Policies**

You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. Detailed policies and procedures are outlined in the Employee Handbook with which you are expected to comply.