



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

FINANCE AND PREMISES OFFICER

JOB TITLE:	FINANCE AND PREMISES OFFICER	
RESPONSIBLE TO:	Town Clerk	
RESPONSIBLE FOR:	Bookings Clerk, Caretaker, Cleaning Staff and Volunteers External contractors (e.g. Cleaning Company and Security Company)	
PURPOSE OF POST:	To work as part of the Town Council administration. Specifically, in ensuring the Councils Finances are being maintained in line with the legislation governing Town Councils and ensuring the letting, Maintenance of the Town Councils Premises and Facilities.	
	Note Items in bold below are delegated from the Town Clerk and become part of the role holder's responsibility	
OVERALL RESPONSIBILITIES		
	1	To work with the Community Development Officer and Committee Clerk to deputise for the Town Clerk ensuring the efficient execution of all decisions taken by the Council and all administrative functions.
	2	To notify the Clerk of issues that require the Councils attention preparing necessary reports. Relevant to their role. To assist the Clerk with the effective management of all its resources and will report to them as and when required.
	3	To assist the Clerk with the Administration of the Councils Finance (primary responsibility of the role)
	4	To assist with the smooth operation of all the functions of the Town Council and to ensure that specific designated areas of work are successfully carried out.
SPECIFIC RESPONSIBILITIES		
	5	To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
	6	To assist the Clerk with the proper monitoring of the Council's levels of expenditure and budgetary control of all approved expenditure and submission of bi-monthly reports for submission to Members.
	7	To assist the Clerk with the preparation and submission annually of estimates of expenditure to be incurred by the Council.
	8	The proper care and security of all cash and other monies of the Council in collection and banking.

9	To assist the Clerk with the Submission of all necessary records and documents to the Council's appointed auditor and securing the auditor's final approval thereto.
10	To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
11	The proper care, security and adequate insurance of all the Council's assets and collate information.
12	To seek the most advantageous purchasing terms for the Council.
13	To ensure that the Council's obligations for Risk Assessment are properly met.
14	To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
15	To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
16	To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
17	In consultation with the Clerk draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
18	To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, effective performance, discipline, Health and Safety, welfare and work of other staff.
19	To support the Clerk with the submission to the Council of an annual review of employee's salaries, wages and conditions of employment.
20	To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
21	To act as the representative of the Council as required.
22	To ensure the proper care, security and usage of all the Council's property and equipment.
23	To inspect and organise the maintenance of buildings and machinery and the necessary repairs.

	24	To propose schemes for the improvements of Council property when necessary.
	25	To oversee and control the execution of works undertaken on the Council's behalf as delegated by the Clerk.
	26	To liaise with local organisations from time to time.
	27	To protect the Council's interests in all matters.
	28	To provide progress reports as required on Council activities to Committee Chairmen and/or full Council.
	29	Continuing to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and execution of the role of Finance and Premises Officer.
	30	Attending training courses, conferences or seminars as appropriate.

SPECIFIC TASKS:

Financial

	31	The computerised financial records of the Council including the preparation and payment of accounts and the maintenance, where appropriate, of salaries and wages records. Preparation of Purchase Invoices for payment, ensuring timely payment. Maintain cash books and prepare and input Purchase Invoices and Payments on computer. Reconcile invoices against goods received.
	32	Ensuring safe and secure banking and the maintenance and day to day operation of the Council's bank accounts, including physically banking of cash and cheques.
	33	Input Sales Invoices and Receipts on computer. Complete monthly VAT return and submit quarterly to Customs and Excise.
	34	Assisting with the collating and preparing the information necessary to meet the continued requirements of the Annual Audit, to prepare financial statements, audit trail and final balances sufficient to meet the requirements of the Audit and Accounts Regulations in force from time to time. To undertake at the Town Clerk's direction such internal audit checks on expenditure as may be required.
	35	To assist with the preparation of annual budgets and accounts including periodic monitoring and reporting. Assisting in producing final accounts for submission to the Council and the Auditor.
	36	Obtaining quotations for non-grounds maintenance purchases.
	37	Dealing with insurance claims.

Administration

	38	Dealing with general enquiries by telephone/personal callers and providing information and assistance as required.
	39	Supervise the lettings and bookings of Council premises and facilities, including invoicing, payment collection and receipt issue.

Staff

	40	The Finance and Premises Officer will be responsible, under the direction of the Town Clerk, for carrying out appraisals of the staff they are responsible for as identified in the staffing structure diagram, which is subject to periodic review.
	41	Ensuring compliance by the staff, as directed by the Town Clerk, on matters relating to Health and Safety at Work legislation and COSHH regulations; for discipline, timekeeping and the verification of timesheets.
Sports Centre		
	42	To lead as the Council's liaison between Sport Centre managers to ensure efficient running of the centre.
	43	To lead in carrying out regular inspections of the sports centre to ensure it is being efficiently run, kept in a high standard of repair, kept clean, and is adequately staffed.
	44	To lead in monitoring financial statements from the sports centre on a regular basis.
Cambourne Youth Partnership		
	45	To lead in ensuring that the building is being maintained and liaising with CYP and other users over repairs
Cambourne Town Energy Fund		
	46	To assist the Clerk to monitor expenditure and income from the fund to ensure it is being effectively used.
	47	To assist the Clerk with arranging for tenders and then delivery of renewable energy projects.
	48	To assist the Clerk to collate grants and make recommendations to the energy Cambourne Town Energy Fund on how FIT and export income can be used to support Carbon reduction in Cambourne.
	49	Work with the Clerk to prepare annual accounts
Allotments		
	50	To act for the Clerk in the collection of allotment rents and to ensure the effective management of the allotments.
	51	Supervise the management of allotment sites, including waiting lists, annual renewals, payments and the sending of associated correspondence.
Trailer Park		
	52	To act for the Clerk in the collection of trailer park rents and to ensure the effective management and security of the trailer park.
	53	Supervise the management of the Trailer Park including waiting lists, allocation of plots, regular inspections, annual renewals, and maintenance of payment records.
Facilities		
	54	To supervise and liaise with the Caretaker and Cleaning Company and appropriate Council staff, to ensure that all buildings are kept in a clean and tidy condition. To ensure the times of functions are

		communicated to the Caretaker and Cleaning Company and other appropriate Council staff so that the buildings are cleaned at appropriate times.
	55	To liaise with the Caretaker to ensure routine maintenance and preventative maintenance is carried out to ensure all premises are fit for purpose.
	56	To liaise with the Caretaker and Town Clerk regarding maintenance issues beyond the scope of the Caretaker. To obtain prices for repairs.
	57	To maintain a register of companies for maintenance.
	58	To liaise with the key holder Company and Caretaker regarding security of the buildings.
	59	Assisting with maintenance and updating of asset register, as directed.
	60	To liaise with the groundstaff on issues requiring maintenance of any premises or land.
	61	To liaise with the Town Clerk on tenders required for the maintenance or alteration of the Councils premises
	62	Ensure that routine checks of the fire alarm system in all our buildings take place and maintain a record of tests.
Maintenance Contracts		
	63	To liaise with the clerk and Head Groundsman to prepare tenders and agree maintenance costs with the Developers and County Council for POS's, LAP's, open spaces and verges in Cambourne
	64	Ensure monies are collected for maintenance contracts.
OTHER DUTIES		
	65	Keep clean and tidy office environment
	66	Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working Hours
	67	To undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence.
Code of Conduct		
	68	The Finance and Premises Officer will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.
	69	To conduct yourself in accordance with the Town Council's Equal Opportunities Policy and Equalities Act 2010.

Town Council Properties and Land areas:

- Village Greens at:
 - Great Cambourne.
 - Lower Cambourne
 - Upper Cambourne.

- The play areas and equipment within Cambourne including:
 - Great Cambourne Village Green Play Area.
 - Lower Cambourne Village Green Play Area.
 - Upper Cambourne Village Green Play Area.
 - Eco Park kick about area
 - Great Cambourne Cricket Pitch Play Area.
 - Skateboard Park.
 - Informal MUGA

- Buildings including their car parks, grass areas and flowerbeds thereon:
 - The Hub Community Centre.
 - Cambourne Town Office.
 - Sports Pavilion.
 - Lower Cambourne Cricket Pavilion.
 - Great Cambourne Cricket Pavilion.
 - Cambourne Sports Pavilion.
 - Bowls Pavilion.
 - Blue School.
 - Cambourne Youth Building.

- Sports Facilities including:
 - 3g ATP
 - Tennis Courts
 - MUGA,
 - Bowling Green
 - Sports Pitches.
 - Lower Cambourne Cricket Square and their outfield (county standard).
 - Great Cambourne Cricket Square and their outfield (county standard)

- Other Areas
 - Eastern Valley Country Park
 - Burial ground on the High Street.
 - Upper Cambourne Village Green Car Park.
 - Ponds and lakes.
 - Drainage ditches (keeping free flowing)
 - Green ways (inc. some managed for wildlife)
 - Brace Dean allotments.
 - Crow Hill allotments.
 - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract) verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying.

- All other land and buildings that come into the Town Councils ownership/responsibility.



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Premises Officer PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 Hold a suitable financial qualification (D) or be willing to study for this (E).
- 2 Proven experience of staff supervision successfully leading a team (E) Proven experience of staff supervision successfully leading a team (E)
- 3 A full driving licence (E)
- 4 A good command of the English language and the ability to compose letters and reports, has achieved GCSE level C or higher (E)
- 5 A good mathematical ability, has achieved GCSE level C or higher (E)
- 6 The ability to regulate workload and be self-administrating(E)
- 7 Proven experience of handling accounts (E) in a public sector environment (D)
- 8 Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with elected members, other authorities or bodies and members of the public (E)
- 9 The ability to work to strict deadlines and to plan work efficiently under pressure (E)
- 10 The ability to assimilate information clearly and concisely and to maintain meticulous records (E)
- 11 The ability to work with and relate well to colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence (E)
- 12 Proven experience in use of Microsoft Office (E)
- 13 Experience of double entry book-keeping and of the maintenance of ledgers (E)
- 14 Experience of completing and submitting VAT returns (E)
- 15 Experience in the system for salary preparation, PAYE, Superannuation etc (E)
- 16 The ability to assist with the preparation of annual Estimates of Income and Expenditure and to monitor expenditure against approved budgets (E)

- 17 A sound background and working knowledge of local government law, procedures, functions and structures, probably arising from previous experience as a Clerk or senior administrative officer in a local authority (E)
- 18 Experience of basic accounts, income and expenditure and final balance and Statement of Accounts (E)
- 19 Good people skills. Tact diplomacy and discretion (E).
- 20 Ability to work on own initiative (E)
- 21 Ability to work under pressure, prioritise workload and to meet deadlines (E)
- 22 Able to work flexible hours, especially evening meetings and some weekends (E)
- 23 Ability to deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies (E)
- 24 Working knowledge of Local Government financial matters including previous experience of setting budgets, budgetary control and monitoring (E)
- 25 Presentational skills (E)
- 26 Able to research information (E)
- 27 Ability to contribute to the aims and objectives of the Council (E)
- 28 Proven knowledge and experience of property management,
29 maintenance and cleaning (E)
- 30 Knowledge of law and procedures of allotments (D)
- 31 Knowledge of law and procedures of burial grounds (D)
- 32 Knowledge of law and procedures of Health and Safety, Equalities Act 2010, Crime and Disorder, National Code of Conduct etc (E)
- 33 A proven record of good attendance and low un-certificated sickness. (E)



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

Cambourne Town Council Mission Statement
Adopted 3rd November 2020



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Cambourne Town Council Staffing Structure 2020-21
Cambourne Town Council

