



## **Whitehill Town Council**

### **Finance Officer** Candidate Information Pack



## Mayor's Welcome

Thank you for your interest in applying for the post of Finance Officer at Whitehill Town Council.

The Parish of Whitehill covers Whitehill and Bordon and lies in the north east corner of East Hampshire. It is situated on the A325 midway between Farnham in the north and Petersfield in the south and is within half an hour's drive of Guildford, Portsmouth and Basingstoke.

The Council attained Parish status in 1928 by Act of Parliament and prior to that came within the Parishes of Headley and Selborne. In 1991 Whitehill Parish Council changed its name to Whitehill Town Council.

Whitehill and Bordon benefits from a unique and attractive landscape setting of heathlands, river corridors and woodlands. It is the only location in the British Isles to support

all twelve native species of reptiles and amphibians. It is a long narrow Parish covering some eight square miles.

The Town is divided into 3 wards (Chase, Hogmoor and Pinewood) served by different Councillors in each ward.

The Town grew in a piecemeal fashion around the military facility of the Bordon Garrison which remained in the town for over 100 years. The first REME soldiers arrived in 1945 and the School of Electrical & Mechanical Engineers (SEME) was created in 1961. In September 2015 the Bordon Garrison closed when SEME relocated to RAF Lyneham.

The army's departure released considerable training land and barracks. Consequently, years of planning now sees construction starting for approximately 3,500 new homes, employment space for 5,500 new jobs, a new town centre, community facilities, and up to 200 hectares of green spaces. Further information on the town's regeneration can be found at <http://whitehillbordon.com/> and <https://www.princephilippark.co.uk/>.

We look forward to meeting you and showing you around our lovely town.

*Leeroy Scott*

Cllr Leeroy Scott  
Town Mayor & Chairman of Council



## Leader's Welcome

Being Leader is a difficult juggling act in terms of working with other third parties in a proactive way to achieve results through cooperation, whilst knowing when to robustly challenge on behalf of the community.

Whitehill Town Council has a budget of approximately £445,000 and an expected number of full & part time staff totalling 9.

As Leader, I chair the Executive Committee that has delegated powers to deal with most council matters and is Line Manager to the Town Clerk who you would in turn report to.

It is vital that we have excellent oversight and management of town council finances and both the Town Clerk (as Responsible Finance Officer by law) and the Finance Officer will have delegated day-to-day responsibility for ensuring this area is managed effectively and correctly.

Whitehill Town Council has historically been a political council with the majority of councillors most recently being Conservative (2015-2019) or previously Lib Dem (2011-2015.) The role of Town Clerk is to be completely apolitical and serve the corporate council as a whole. However, plans and priorities may inevitably change after elections as decisions are made by majority vote.

On 2 May 2019, a local group called the Whitehill & Bordon Community Party won all 15 seats across the 3 electoral wards. As Leader of the Party, I was elected Leader of the Town Council at the Annual Council meeting on 13th May. We are a very diverse set of councillors in terms of age, background, skill set and gender.

The successful applicant for Finance Officer, will be joining the council at an exciting time, less than a year after the 2nd May election when the new council is the process of putting together its strategic plan and implementing its priorities, having also recently appointed a new Town Clerk & General Manager.

The office staff are the core infrastructure of the Town Council and all have a key role to play and we all look forward to working with the successful applicant.

Welcome to Whitehill Town Council.

Cllr Andy Tree  
Leader of Council

# Job Description

**Job Title:**

**Finance Officer**

## Overall Responsibilities

To provide day-to-day financial management of the Town Council under the direction of the Town Clerk & General manager. To manage the Town Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice.

## Specific Responsibilities

- **Year-end financial statements:** Prepare the Town Council's annual Financial Statements in accordance with applicable legislation and guideline. Within applicable time constraints, make Financial Statements available to Town Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit. Prepare the annual statement of Internal Control and to seek the Council's approval of such statement every year.
- **Management Accounts:** Prepare monthly management accounts for presentation to Council, together with explanations of major variances. To reconcile, at least monthly, the balances shown by the books of account and by bank statements for all bank accounts held by the Council. To report regularly to the Council or Executive Committee on the monitoring of actual income and expenditure against budgets set by the Council.
- **Payroll:** To maintain control over, and records for, the payment of staff remuneration, including administration of Income Tax and National Insurance and preparation and timely submission of all year-end returns and statement required by the Inland Revenue.
- **Internal Control:** Review and monitor the Town Council's systems and ensure that proper checks and controls are in place. To liaise with the Town Council's internal auditor. Carry out investigations and prepare reports on an ad hoc basis.
- **Risk Management:** Devise and implement a system of risk management covering all aspects of the Town Council's activities. Carry out an annual review of the Council's risk management strategy.
- **Pensions:** Monitor the LGPS and Stakeholder pension. Attend occasional seminars. Review annual pension returns prepared by the financial statements applicable.
- **VAT:** To maintain appropriate records relating to Value Added Tax, and to make proper Returns to and /to reclaims of VAT from Customs and Excise.
- **Bookkeeping:** To maintain an adequate system of bookkeeping so as to define at any time the current income and expenditure of the Council, and the Council's assets and liabilities.
- **Budget and Precept:** To prepare draft annual Budget and Precept proposals for consideration and approval by the Council and or its Executive Committee, all in accordance with a timetable to facilitate the adoption of agreed Budgets and related Precepts at latest by 31<sup>st</sup> January in each year in respect of the next following fiscal year. To maintain records for and present forecasts of future movements of funds particularly in relation to the setting by the Council of future Budgets and Precepts. Prepare revenue and capital estimates for the Council and to make recommendations to the council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three-year rolling basis.
- **Payments:** To receive and report on invoice for goods and services to be paid for by the Council and to ensure such accounts are paid in accordance with the policies of the Council. To issue invoices on behalf of the Council for goods and services provided by the Council, and to ensure that payment is received.
- **Polices:** To review and keep financial reports of: Financial Regulations, Investment Strategy, Reserves policy and Bank Signatures up to date and amend in accordance. Participate in the preparation of the other strategic reviews e.g. fraud and negligence, investment, strategy, IT strategy etc. and to make recommendations.
- **Asset Register:** Ensure that the Council's Asset Register is maintained in a suitable manner to meeting auditor's requirements.
- To undertake additional tasks at the request by the Town Clerk and Council.

Criterion	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> <li>• A sound working knowledge of accounting software Rialtas Business - specifically the Omega package.</li> <li>• Strong financial and accounting experience.</li> <li>• Accounting qualifications to AAT or equivalent level</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to at least A level or equivalent, including professional qualifications where appropriate.</li> <li>• Track record of securing appropriate and successful external financial, legal or other expertise</li> <li>• A local Government background</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Excellent financial acumen.</li> <li>• Strong analytical skills.</li> <li>• Good interpersonal skills</li> <li>• Accuracy and attention to detail</li> <li>• Keeping accurate records for all daily transactions</li> <li>• Preparing balance sheets</li> <li>• Processing invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant work in a similar organisation linked directly to providing community services or assets</li> <li>• Experience adopting and transforming a significant portfolio of assets.</li> <li>• Experience of producing Local Council year end returns and the management of the audit process</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Effective financial and budget management (at least 250k).</li> <li>• Keeping accurate records for all daily transactions</li> <li>• Preparing balance sheets</li> <li>• Processing invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with IT software for Local Government finance, payroll, facility bookings, HR management and mapping.</li> </ul>

# Terms and Conditions

## Salary

The successful candidate will be awarded a single point salary of SCP 22 £29,439.00 To work 25 hours pro-rata per week.

## Pension

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Hampshire County Council. The LGPS is a tax approved, defined benefit occupational pension scheme and is a qualifying scheme under the automatic enrolment provisions of the Pension Act 2008.

## Starting Date

It is intended that the successful candidate will start in December 2022 or earlier by agreement but if notice is required by your current employer then a date will be agreed to honour that notice period.

## Interview Expenses

Candidates invited for interview will be sent an expense claims form to cover train or bus costs, or mileage at 0.45p per mile. Expenses will not be paid until the conclusion of the interview. In the event of a candidate withdrawing their application or refusing the offer of an appointment on grounds which in the opinion of the interviewing panel are inadequate, no expenses will be paid. The expenses of the candidate appointed to the post will not be paid until the successful applicant takes up their duties with the Council.

## Probation Period

All new employees will be subject to a three-month probationary period which will involve regular discussions on progress with the Town Clerk & General Manager.

## Working Week

The normal working week is 25 hours, four days per week hybrid working (days worked in the office to be agreed). Any overtime worked will need to be authorised first and this will be reclaimed in (TOL) Take overtime leave.

## Flexible Working

Full consideration will be given to a reasonable request for flexible working arrangements.

## Centre of Duty and Travel for Work

The Finance Officers centre of duty is the Town Council's Offices, Forest Community Centre, Pinehill Road, Bordon, Hampshire, GU35 0BS.

It is anticipated that the Finance Officers working hours will be based at the Council Offices, however, if occasional travel is required outside of the Parish, reasonable expenses will be paid in line with the Councils Expenses Policy.

## Other Employment

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

## **Annual Leave**

Our holiday year runs from 1 April to 31 March. There is a paid annual leave entitlement of 156 working hours for a part-time person, to **include bank holidays**, increasing by 1 working day per full leave year, to a maximum 27 working days on completion of 5 years continuous service (full leave year's) in Local Government.

## **Period of Notice**

At least two months written notice is required on either side to terminate the employment.

## **Employee Development**

On appointment the successful candidate will be supported, through:

- A monthly meeting during the probationary period with the Town Clerk, to review performance and development over the past month and set objectives for the forthcoming month.
- After 3 months a discussion to agree and refine the responsibilities of the post and to agree performance measures and objectives.
- At the completion of the probationary period an agreed Personal Development Plan setting out the tasks and training required to achieve key result areas and to develop personal goals over the next period of 12 months.

After satisfactory completion of the 3 months probationary period the successful candidate will be afforded a formal Performance Review Meeting every 12 months.

## **Health and Safety**

Whitehill Town Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety premises for all employees, Members and visitors.

## **Equality Policies**

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

**PLEASE NOTE THAT THIS CANDIDATE INFORMATION PACK DOES NOT CONSTITUTE A JOB OFFER AND THAT ANY JOB OFFER WOULD BE MADE IN WRITING AND WOULD SUPERCEDE THIS DOCUMENT.**



## Councillor Details

Whitehill Town Council, as a Local Council, is a 'body corporate', made up of 15 Members.



Cllr Katie Anscomb



Cllr James Brand



Cllr Josh Chandler



Cllr Catherine Clark  
The Town Mayor



Cllr Adam Dawson



Cllr James Fryer



Cllr Bisi Kennard  
Deputy Leader of the Council



Cllr Roger Russell



Cllr Duncan Sanders



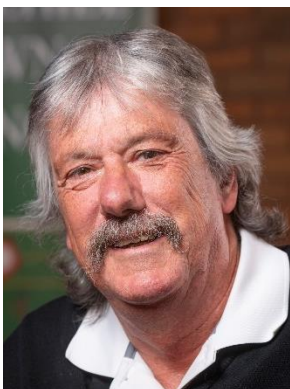
Cllr Leeroy Scott  
Deputy Town Mayor



Cllr Joe Strickland



Cllr Tina Strickland



Cllr Mike Steevens



Cllr Jason Toovey



Cllr Andy Tree  
Leader of the Council

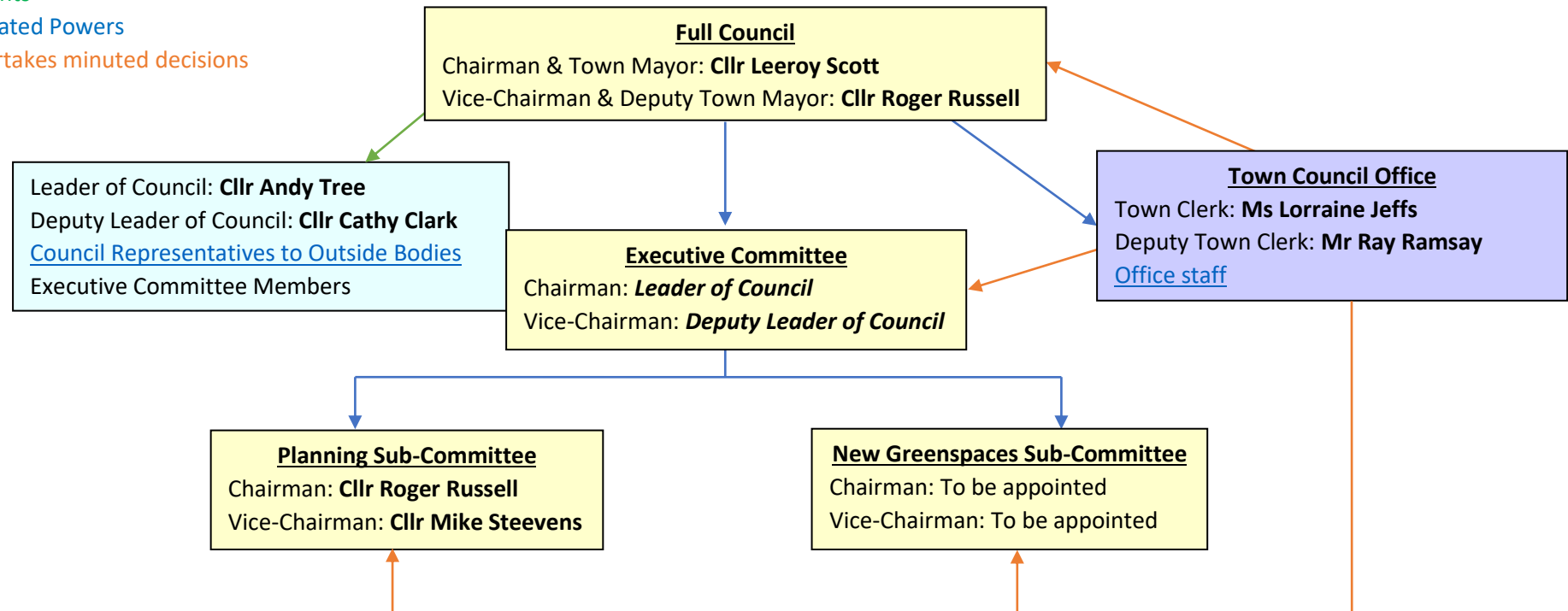


# Governance Structure

Appoints

Delegated Powers

Undertakes minuted decisions



Whitehill Town Council (15 elected Members) covers three wards across the Parish of Whitehill. Council candidates may stand under political party tickets and at the last election on 2 May 2019, candidates representing the Whitehill & Bordon Community Party won all 15 seats. The Town Council is a separate legal entity to any political party represented on it. As a 'body corporate' (LGA 1972 s.14) formal decisions about the discharge of a council's functions and associated responsibilities must be made at meetings of the full council; or with delegated authority, by a committee, a sub-committee or council officer (LGA 1972 s.101 (1)).

The Chairman and Vice-Chairman of Council are elected from members at the Annual Council meeting. As a Town Council, the Chairman is the Town Mayor and the Vice-Chairman is the Deputy Town Mayor. The Town Council currently meets in full four times a year. The Town Mayor is ceremonial first citizen of the town and civic non-political representative of the parish. The Current Town Mayor is Cllr Leeroy Scott.

The Leader and Deputy Leader of Council are elected from members at the Annual Council meeting. Whitehill Town Council has resolved to delegate most decisions to its Executive Committee, which has seven members and usually meets at least once a month. Under standing orders, the Leader of Council is automatically Chairman of the Executive Committee. The current Leader of Council is Cllr Andy Tree, who is also Leader of the Whitehill & Bordon Community Party. The Executive Committee is collective Line Manager of the Town Clerk & General Manager and its Chairman (Leader of Council) is its representative to liaise with the Town Clerk on its behalf.

# Council Committees – Terms of Reference

## Executive Committee

Comprises: 7 members

Frequency: Meets monthly

Quorate: 3 members

- The Executive Committee shall have the authority to deal with all Council matters other than those that may not be delegated by law or have from time-to-time been delegated by Council to another Committee or Officer.
- The Executive Committee shall make recommendations to Council on matters that cannot legally be delegated to it by Council, excluding any matters that have been delegated to another Committee or Officer.
- The Executive Committee is empowered through its Chairman (and Vice Chairman in absence of its Chairman) to liaise with anybody, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility.

## Planning Sub-Committee

Comprises: 6 members

Frequency: Meets monthly

Quorate: 3 members

- Consider all planning applications and appeals affecting the Parish and to provide its comments to the planning authorities within the statutory time limits imposed.
- Consider & respond on highway and associated authorities and utility boards on matters relating on all local and district highways, road safety, footpaths and similar matters affecting the Parish.
- At the discretion of the Sub-Committee, refer any such applications to the Executive Committee as is considered necessary.
- Be empowered through its Chairman (or Vice Chairman in absence of its Chairman) to liaise with anybody, organisation or department of any local authority or utility board on any matter within the Sub-Committee's area of responsibility. This includes representing Council at planning meetings of principal authorities and representing Council at any public or other inquiry by Government or other public body under any act relating to development control or any other aspect of planning and highway matters.

## **New Greenspace Sub-Committee**

Comprises: 60% Town Council – 7 Councillors – voting rights  
40% Other Bodies – 5 Other Bodies – no voting rights

- a. Defence Infrastructure Organisation (DIO)
- b. East Hampshire District Council (EHDC)
- c. Natural England
- d. Hampshire County Council
- e. Homes & Community Agency (HCA)

Frequency: 4 times annually

Quorate: 3 Town Council members

- The management and maintenance of the Bordon Inclosure (A Suitable Alternative Natural Greenspace, SANG) to include the management and monitoring of the financial resources provided.
- The management and monitoring of the effectiveness of the SANG & Strategic Access Management and Monitoring (SAMM).
- The monitoring of the services of the Deadwater Valley Trust on the Bordon Inclosure.
- The management of the Special Protection Areas requirements as shown in section 6.6 of the Town Council's Business plan to include the SANG management plan for access management of Broxhead and Kingsley Commons (under the SAMM arrangements agreed with Natural England and East Hampshire District Council).
- To consider the Town Council's approach to other greenspace that may be devolved to the Town Council and the management of any developer's contributions received and make any recommendations to the Executive Committee.
- To receive appropriate reports from external representatives on relevant matters to the areas of work of this Sub-Committee.
- To invite wider stakeholders to meetings of the Sub-Committee to contribute to discussions.
- Be empowered to liaise through its Chairman (and Vice Chairman in absence of its Chairman) with anybody, organisation or department of any local authority, utility board or other stakeholders on any matter within the Sub-Committee's area of responsibility.

## **Additional Information**

Please note the following:

### **Interests**

If a candidate is to their knowledge related to any Member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing with their application.

A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice.

### **Canvassing of and Recommendations by Members**

Canvassing by Members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

A Member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

This document contains key information relevant for candidates. Fuller information is published on the Town Council Website [www.whitehilltowncouncil.gov.uk](http://www.whitehilltowncouncil.gov.uk)

## Closing Date

Closing date: 1<sup>st</sup> December 2022

Applications to be forwarded to Lorraine Jeffs, Town Clerk and General Manager, by post or email to

Email to: [lorraine.jeffs@whitehilltowncouncil.gov.uk](mailto:lorraine.jeffs@whitehilltowncouncil.gov.uk)

Post to: Whitehill Town Council  
Council Offices,  
Forest Community Centre,  
Pinehill Road,  
Bordon,  
Hampshire,  
GU35 0BS

All applications must be submitted using **Whitehill Town Council's application form**.

All candidates are asked to consider completing the **Equality and Diversity Monitoring Form**. This will be kept confidential in line with the Data Protection Act 1998.

## Selection Process

The selection process/ interviews will be held on (current date(s) unknown).

In the event of no clear candidate emerging a further interview maybe held.

## Contact Information

**Address:**

Whitehill Town Council  
Council Offices,  
Forest Community Centre,  
Pinehill Road,  
Bordon,  
Hampshire,  
GU35 0BS

Tel: 01420 473123

Email: [info@whitehilltowncouncil.gov.uk](mailto:info@whitehilltowncouncil.gov.uk)

Website: [www.whitehilltowncouncil.gov.uk](http://www.whitehilltowncouncil.gov.uk)

Facebook: <https://www.facebook.com/whitehilltowncouncil>