

A photograph of the Whitchurch Civic Centre. The building is a two-story structure with a grey, horizontally ribbed facade. Large letters spelling "WHITCHURCH CIVIC CENTRE" are mounted on the upper part of the building's exterior. Two small flags are flying from poles in front of the building. The sky is clear and blue.

WHITCHURCH  
CIVIC CENTRE

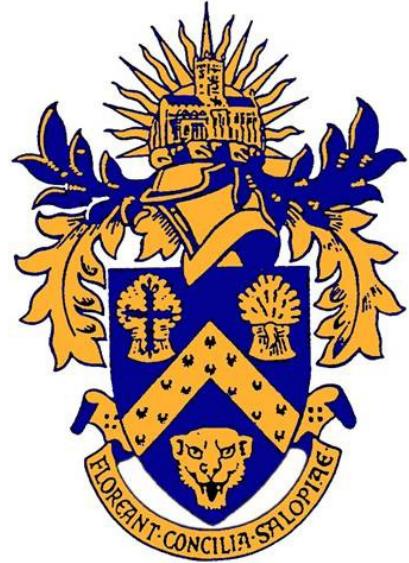
# ACCOUNTS OFFICER

**WHITCHURCH TOWN COUNCIL  
CIVIC CENTRE  
HIGH STREET  
WHITCHURCH  
SHROPSHIRE  
SY13 1AX**

**WWW.WHITCHURCHTOWNCOUNCIL.GOV.UK  
CLERK@WHITCHURCHCOUNCIL.UK**

**TELEPHONE: 01948 665761**

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Dear applicant,

Thank you for your interest in applying for the role of Accounts Officer.

This pack is designed to give you more information about the role and our organisation.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters - so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be posted for the attention of Luke Trevaskis to:

**Whitchurch Town Council  
Civic Centre, High Street  
Whitchurch, Shropshire, SY13 1AX  
by 12 noon on 7 January 2022**

If you would like an informal discussion about the role and our organisation, or if you have any other questions please email [clerk@whitchurhcouncil.uk](mailto:clerk@whitchurhcouncil.uk).

Yours faithfully,

Cllr Rose Hall  
Chairman, Personnel Committee

## ABOUT WHITCHURCH

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Whitchurch is the northernmost market town in Shropshire sitting on the borders of south Cheshire and Wales. Whitchurch lies on the A41/A49 Roman Road and is signposted from many miles away. The town is 20 miles from Shrewsbury, Chester and Wrexham and can be reached by 'A' roads, train and canal.

Whitchurch has been inhabited since the Roman times and is still a thriving market town. The oldest building in Whitchurch is the Old Eagles which is known to be built in the 14th century. There are other half-timbered buildings along the town streets. High Street has many fine buildings many of which are older than their replacement Georgian frontages. At the top proudly sits St. Alkmund's Church is the most important building in Whitchurch. It is the largest Georgian church in the county and is Grade 1 listed.

Whitchurch boasts many independent specialist shops, traditional pubs and great restaurants. As well as the flourishing town centre, Whitchurch has a range of community facilities, including a Civic Centre with Community Hub, library, Community Hospital, an infant, junior and secondary school, a swimming pool and leisure centre and much more. Victoria Jubilee Park is a large open space with neatly kept flower beds and grassed areas. There is a well-used play park and skate park, a bandstand and picnic benches.

The Whitchurch arm of the Llangollen branch of the Shropshire Union Canal is an important tourist facility bringing visitors to the town. Well-maintained public footpaths help people to enjoy the beautiful surrounding countryside. Within a twenty-mile radius there are plenty of historic houses, beautiful gardens and wildlife to visit.

Whitchurch has many voluntary organisations and groups including successful sports clubs, service organisations like Rotary, youth groups, drama groups, Photographic Society, History and Archaeology Group, Wildlife Trust, and Waterways Trust. The Chamber of Trade supports local businesses, and other groups are active within the tourism sector. Many national and local charities have branches in Whitchurch. Whitchurch Rugby, founded in 1936, plays at Edgeley Park. Whitchurch Alport Football Club, founded in 1946, plays at Yockings Park and is part of the North West Counties Football League.

Many community events are held throughout the year and supported by local people and visitors including the wonderful Blackberry Fair, Whitchurch Food and Drink festival and many great shows are held at the Civic Centre.

## **ABOUT THE COUNCIL**

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Whitchurch is a welcoming community, proud of its historic past, which looks forward to a thriving and sustainable future.

Established in 1894, the Town Council is the most local level of government for the town of Whitchurch.

The Council comprises fifteen Councillors, representing three wards (South, North and West). The Council is supported by a small team of officers led by the Proper Officer.

Whitchurch is part of the North Shropshire constituency for Parliamentary elections. It is one of the largest of 153 local councils within Shropshire.

### **Responsibilities include:**

#### **The Civic Centre**

The Town Council is based in the Civic Centre on the High Street at the heart of the community. This extensive building hosts regular and special events including comedy nights and pantomimes. There is a large main hall, bar lounge, function room and sports hall and the building is available for hire. The Council is currently working on improvements to the building.

#### **Parks and Open Spaces**

The Town Council manages the ground maintenance throughout Whitchurch including: Jubilee Park, Edgeley Gardens, Blackmore Grove, Gambrell Avenue, Wheatsheaf Drive, Deermoss Meadow, Edgerton Road, the Diana Garden, Chester Road Island, St. Alkmunds Churchyard and the cemetery. It also owns and maintains the benches and bins. The hanging baskets and floral displays throughout the town are a source of great pride to the town.

The Town Council manages the play equipment in Jubilee Park, Deermoss Park, Edgeley Gardens and Gambrell Avenue. Outdoor gym equipment is available in Jubilee Park and a skate-park has recently been installed.

#### **Street lights**

The Town Council maintain the majority of street lights in the town. Recently undertaking a programme to convert to energy saving LED.

CCTV equipment is also placed throughout the town and controlled and managed by the Council.

## **ABOUT THE COUNCIL (CONT.)**

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### **Events**

The Council facilitate several markets and special events throughout the year, with a Friday Market held every week at the Civic Centre. The Council also lead the organisation of the Whitchurch Food and Drink Festival and annual Christmas light switch-on.

### **Heritage Centre**

The town's museum at the Heritage Centre is owned and funded by the Town Council. This service is now run by the Whitchurch Museum and Archives Volunteers, and the Council acts as a landlord to additional retail units.

### **Grants / Charities**

The Town Council administers two charitable trusts and sets aside a budget each year for grants which give benefit to all or some of the inhabitants of Whitchurch.

### **Cemetery**

As well as being responsible for the cemetery grounds maintenance, the Council acts as a burial authority for which it collects fees.

## **ABOUT THE ROLE**

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As the Council's Accounts Officer you will undertake the Council's accounts and provide administrative support to deliver its directives.

The role requires strong knowledge of sound practices and experience in financial accounting to fulfil the Council's statutory financial duties.

You will work with colleagues to deliver solutions to meet the identified needs of the Council and act as the authority's main point of liaison for all duties within the job description.

## WORKING FOR THE TOWN COUNCIL

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Whitchurch Town Council recognises its biggest asset is its staff and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and will be required to participate in staff meetings which will be focussed on employee development, problem solving and action points.

The council operates a flexible working policy to ensure staff do not work more hours than they are paid; this allows staff (with agreement) to build a credit or debit balance of working days.

All out of pocket expenses will be reimbursed in line with the council's expenses policy.

The council will provide team building activities at appropriate times to foster strong bonds between colleagues.



## **JOB DESCRIPTION**

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- 1) To input sales and purchase information in to the accounting system, ensure ledgers are maintained in line with policies, and to undertake a range of accountancy and bookkeeping tasks.
- 2) Issue invoices, keep a record of payments received against sales invoices and maintain accurate banking records.
- 3) Undertake VAT and other statutory returns required of the Council.
- 4) Carry out all work in connection with the payroll.
- 5) Assist in maintaining a performance management framework of progress against business plan objectives.
- 6) To assist with all office support services in accordance with operating procedures and to bring about continuous improvement.
- 7) Update information on the website, social media and notice boards.
- 8) Maintain the suite of files and databases implemented to maintain the Council's good governance.
- 9) Undertake research and analysis necessary to support the Council's initiatives.
- 10) Promote the principles of customer care, equality, quality management and good health and safety standards and to help achieve and maintain quality council status.
- 11) Work with officers to deliver high quality services which meet the needs, aspirations and expectations of residents, visitors and workers, in line with the direction given by elected members whilst observing any provisions governing or affecting the running of the Council.
- 12) Foster and develop good working relationships with third party organisations of all types, including contractors of the Council.
- 13) Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- 14) To act as a representative of the Council at all times.
- 15) To attend training courses or seminars as required by the Council, and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

## **JOB DESCRIPTION (CONT.).**

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- 16) Assist in the preparation of grant funding applications when required.
- 17) Provide support to the Council as a burial authority and input all data received into the Council's burial registers, attending burials as required for administrative purposes.
- 18) To undertake other tasks with the competence of the post holder at the request of the Town Clerk.

## **PERSON SPECIFICATION**

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The person specification is used to decide if you are the right person for the job.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

### **EDUCATION AND TRAINING**

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (E)
- Qualification in bookkeeping or accounts (or equivalent experience) (E)
- Recognised IT competence (E)

### **SKILLS AND KNOWLEDGE**

- Excellent written and verbal communication skills (E)
- Experience of bookkeeping and maintenance of an accounting system (E)
- Complete understanding of the Council's obligations relating to finance, and an ability to produce complex reports in a logical format on a range of subjects (E)
- Strong IT skills (E)
- Good customer service skills (E)
- Experience of invoicing and collections (D)
- Experience of preparing monitoring reports and administration (E)
- Ability to work with a team of staff in a politically charged organisation (E)

### **PERSONAL STYLE AND BEHAVIOUR:**

- An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups and demographics - members, staff, contractors, volunteers, residents, stake-holders (E)
- Innovative and motivated, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise (E)
- An enthusiastic, energetic, confident and resourceful self-starter who sets high standards and constantly seeks improvement in the context of what is best for the Town Council and the community (E)

## **PERSON SPECIFICATION**

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- Empathetic and committed to equality of opportunity for all employees in an open, respectful and fair manner - always promoting the highest standards of behaviour in public life (E)
- A naturally proactive nature, known for achieving results either by working individually or as part of a team (E)
- A flexible style, open to suggestion and differing approaches, with a willingness to work evenings and weekends as required (E)
- Ability to keep calm and measured (E)
- Value the importance of community and the work of the Town Council (E)

## **EXPERIENCE**

- Experience of working in a similar role undertaking bookkeeping and accounts (E)

## ORGANISATIONAL STRUCTURE

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## SELECTION PROCESS AND INTERVIEWS

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The closing date for applications is 7 January 2022 at 12 noon.

A shortlisting panel comprising of the Proper Officer and Councillors from the Personnel Committee will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification. The panel will only use the information contained in the application form and will not consider supplementary information in CVs/covering letters or any additional sources of information.

The Council aims to shortlist candidates for interview by 8 January 2022 and you will be notified by email of the outcome.

Interviews will be held during the week commencing 10 January 2022.

The shortlisting panel will undertake all interviews. The panel will then ask a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.

## **PRINCIPAL TERMS OF EMPLOYMENT**

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The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

### **JOB TITLE**

Accounts Officer

### **SALARY**

You will start on local government SCP 20 (£13.51ph) and have the opportunity to progress through the range.

The current annual equivalent is £25,991.

These values are set nationally and adjusted for inflation annually.

### **HOLIDAY**

You will receive 28 days annual leave, in addition to bank and public holidays (pro rata).

### **HOURS OF WORK**

This role is full time for 37 hours per week, 9am-5pm.

Evening and weekend working may be required in the delivery of meetings, events, or training, and will be part of the flexible working arrangements.

### **SICKNESS**

You will be paid in accordance with Statutory Sick Pay.

### **PENSION**

You will be enrolled in the Local Government Pension Scheme.

### **PROBATION**

New starters are subject to a six-month probation period.

### **APPRAISAL**

All staff undergo an annual appraisal.