

# Alfreton Town Council



**CONFIDENTIAL**

**JOB APPLICATION FORM**

An equal opportunities employer



Office address:

Alfreton Town Council

Alfreton House

High Street

Alfreton

DE55 7HH

01773 520032 [www.alfretontowncouncil.co.uk](http://www.alfretontowncouncil.co.uk) [office@alfretontc.co.uk](mailto:office@alfretontc.co.uk)

Dear Applicant

Thank you for requesting an application form, Alfreton Town Council is Quality Town Council and an equal opportunities employer advertising a temporary Office Assistant post.

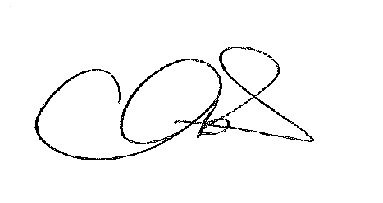
We have 15 Councillors and currently 2 members of staff with one vacancy. The precept is £189,957.00, there are approximately 8,000 electors.

We are looking for someone who is proactive in their approach to work who enjoys a variety of tasks and in return are offering a starting salary of £5206.49 (£10.01p/h) on a pay scale of 4 to 9 of the NJC terms and conditions. The post is due a staffing and pay review and may be made permanent for the right candidate.

If you would like to apply, please complete the attached job application form and return to the office by post or email.

If you have any questions relating to this post please do not hesitate to contact us.

Best Wishes



Tina Crookes

Joint Town Clerk

Alfreton Town Council



# JOB DESCRIPTION

**JOB TITLE:** TEMPORARYOFFICE ASSISTANT

**RESPONSIBLE TO:** Town Clerk

# OVERALL PURPOSE OF POST: To support the work of the Town Clerk and Assistant Town Clerk.

# DUTIES AND RESPONSIBILITIES

1. To undertake general reception duties, greeting all visitors to the office, dealing with e/mail and answering the telephone. Supporting the Town Clerk and Assistant Town Clerk and Responsible Finance Officer (RFO)
2. To support the Responsible Finance Officer to manage and maintain the financial records of the Town Council, dealing with suppliers invoices and receiving payments
3. To process the reclaim of VAT on Council expenses quarterly
4. Complete a monthly Balance of Accounts in preparation for the Council Meeting, investigating any discrepancies
5. Complete relevant Audit records to assist with the annual audit procedures
6. Process salaries each month ensuring relevant payments are made to HMRC, Pensions and Unions.
7. Issue invoices, collect rents and liaise with tenants at Alfreton House, Allotments and users of Room 1.
8. To act as the Town Mayor`s officer, with particular regard to the diary and Civic Events.
9. To administer recent planning applications and to report responses to the planning authorities.
10. Manage the records for Health and Safety ensuring monthly checks are completed and recorded
11. Provide cover for the Clerk or Assistant Town Clerk at Council meetings in their absence

# GENERAL

To undertake all tasks in accordance with the Council’s Equality and Diversity Policy, its Health and Safety Policy, other agreed policies and procedures and appropriate legislation.

To attend such conferences, seminars, meetings or training courses as appropriate and as required by the Council.

To carry out any other duties reasonably requested by the Council.

The Town Council may wish from time to time to amend this job description.

The Office Assistant will be expected to develop their personal skills in local council management.

The list of duties in the job description is not to be regarded as exclusive or exhaustive. As a condition of your employment you will be required to undertake other duties and requirements associated with your job or other duties, which may reasonably be required of you.

You will have a duty to ensure you maintain the standard required to perform the duties of this post and maintain evidence of continuous development.

**ALFRETON TOWN COUNCIL**

**PERSON SPECIFICATION – TEMPORARY OFFICE ASSISTANT**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience | Experience of monitoring budgets, preparing financial statements and preparing accounts |  |
|  | Experience of using Sage Accounting |  |
|  | Experience of dealing with members of the public |  |
|  |  | Experience of Local Government procedures |
|  |  | Experience of working with elected members and committees |
| Skills & Knowledge | Good communication skills, including verbal, written and listening |  |
|  | Willingness to work  co-operatively with Council members and employees |  |
|  | Numeracy skills to analyse figures, prepare accounts and check invoices |  |
|  | Ability to work as part of a team |  |
|  | IT skills to produce documents reports and statistics MS Word, Excel and Sage Accounting |  |
|  |  | Awareness of Health and Safety in the workplace |
|  |  | Awareness of access databases and publishing packages |
| Equal Opportunities | A knowledge, awareness and commitment to equal opportunities and diversity |  |

**IMPORTANT – before filling in this form, please read the Job description and person specification carefully. Please complete in BLACK ink/type**.

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| JOB DETAIL: **OFFICE ASSISTANT** |
| CLOSING DATE: Monday 29th August 2022 |
| INTERVIEW DATE: Friday 2nd September 2022 |

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| --- | --- | --- |
| TITLE | SURNAME | FIRST NAME |
| PREVIOUS NAMES | NATIONAL INSURANCE NUMBER | PREFFERED FIRST NAME |
| ADDRESS  POST CODE | | |
| TELEPHONE NUMBERS  DAYTIME | EVENING | MOBILE |
| EMAIL ADDRESS | | |
| Please indicate your preferred method of contact? Telephone  Email  Post | | |

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| --- | --- | --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** | | |
| EMPLOYER AND ADDRESS | JOB TITLE |  |
| ANNUAL SALARY OR FULL TIME EQUIVALENT |  |
| START DATE |  |
| NOTICE REQUIRED |  |
| REASON FOR LEAVING AND DATE (IF APPLICABLE) |  |
| Brief details of main duties and responsibilities | | |
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| **PREVIOUS EMPLOYMENT** | | | | |
| Please give details of all previous jobs for the last 10 years. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work). | | | | |
| EMPLOYER AND ADDRESS | JOB TITLE AND DUTIES | DATES  To From | | REASON FOR LEAVING |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS** | | | |
| Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs. | | | |
| NAME OF PROFESSIONAL BODY | MEMBERSHIP LEVEL | DATE JOINED | PROFESSIONAL REGISTRATION NUMBER/REFERENCE |
|  |  |  |  |

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| --- | --- | --- | --- | --- |
| **EDUCATION** | | | | |
| Please give details of your education and qualifications. | | | | |
| ESTABLISHMENT ATTENDED | COURSE TITLE/SUBJECT | QUALIFICATION(S) OR OUTCOME | DATES | |
| From | To |
|  |  |  |  |  |

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| **PROFESSIONAL AND VOCATIONAL TRAINING** | | | | |
| Please give details of any relevant training. This section will not be relevant to some jobs. | | | | |
| Establishment attended | Course | Qualification(s) or outcome | Dates | |
| From | To |
|  |  |  |  |  |

Please study the person specification shown below. Please show, where indicated below, how you meet those requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Essential | Your response | Desirable | Your response |
| Work Experience | Experience of monitoring budgets, preparing financial statements and preparing accounts  Experience of using Sage Accounting  Experience of dealing with members of the public |  | Previous local government experience  Experience of working with elected members and committees |  |
| Skills/knowledge and aptitude | Good communication skills, including verbal, written and listening skills  Willingness to work  co-operatively with Council members and employees  Numeracy skills to analyse figures, prepare accounts and check invoices  Ability to communicate clearly and concisely both in writing and orally  Ability to work as part of a team  IT skills to produce documents reports and statistics MS Word and Excel |  | Awareness of Health and Safety in the workplace  Ability to use Access databases and Publishing packages |  |
| Equal Opportunities | A knowledge, awareness and commitment to equal opportunities and diversity |  |  |  |

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| **REFERENCES** | |
| Please give the names and addresses of two people we may contact for references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed. | |
| NAME OF REFEREE | NAME OF REFEREE |
| THEIR JOB TITLE | THEIR JOB TITLE |
| THEIR RELATIONSHIP TO YOU I.E LINE MANAGER | THEIR RELATIONSHIP TO YOU I.E LINE MANAGER |
| ORGANISATION AND ADDRESS  POST CODE | ORGANISATION AND ADDRESS  POST CODE |
| EMAIL | EMAIL |
| TELEPHONE | TELEPHONE |
| Can we contact your present employer for a reference before an offer of employment is made? Yes  No  Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc. | |

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| **ASSOCIATION WITH A TOWN COUNCILLOR OR EMPLOYEE OF ALFRETON TOWN COUNCIL** | | | |
| Do you have a close association with a county councillor or employee of Yes  No  Derbyshire County Council?  If you have answered yes, you are required to declare the name and relationship involved. | | | |
| THEIR NAME | THEIR JOB | THEIR DEPARTMENT | YOUR RELATIONSHIP |
|  |  |  |  |
| **Please note**  Any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment with the council will be disqualified. | | | |

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| **DISCLOSURE OF CRIMINAL RECORDS** |
| Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence. |
| Have you any criminal convictions or are you at present the subject of criminal charges? Yes No  **If yes, please provide details in a sealed envelope marked “Confidential” and bring to interview.** |

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| **DECLARATION** | |
| I declare that the information on this form is true and accurate.  I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.  **Privacy Notice**  I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the council in administering the recruitment process and to assist with the prevention and detection of fraud. | |
| SIGNATURE | DATE |
| ***If you submit this form electronically, you will be required to sign this declaration if invited to interview.*** | |

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| Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview. |
|  |