



Bridport Town Council

Join our dedicated team at Bridport Town Council as Finance & Office Manager and contribute to the local community. This role offers a great opportunity to work in a dynamic environment where your skills in financial management will be vital to our success. We'll also ask you to oversee our main Town Council office at Mountfield and help with administration of some of our services.

Job Type: Full-Time (37 hours per week)

Salary: £38,626 to £43,693 dependent on skills and experience

Location: Bridport, Dorset

Application Deadline: Monday 24 February 2025 (9am)

Interviews: Week beginning 10 March 2025 (TBC)

Key Responsibilities:

- Oversee the preparation of financial statements, budgets, and reports.
- Ensure compliance with statutory and regulatory requirements.
- Manage financial transactions and maintain accurate records.
- Collaborate with internal departments to support financial planning.
- Manage the Town Council office and reception, including one member of staff.

Requirements:

- Proven experience in finance or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Proficiency in financial software and Microsoft Office Suite.

We Offer:

- A friendly, supportive, and inclusive work environment.
- Opportunities for professional development.
- Competitive salary and flexible hours.
- Membership of the Local Government Pension Scheme

If you are passionate about finance and want to help make Bridport a better place to live, work, play and learn, apply now to become a part of the Town Council team.

How to Apply

For an informal discussion about the role, please contact Will Austin, Town Clerk, on 01308 456722 or email will.austin@bridport-tc.gov.uk. *Will is happy to discuss options for adapting the role if your primary focus is on the financial aspects.*

Visit <https://www.bridport-tc.gov.uk/about/job-vacancies/> to download the application pack. Please complete all documents and return by the closing date, to enquiries@bridport-tc.gov.uk.

Bridport Town Council is an equal opportunity employer committed to diversity and inclusion.

We look forward to your application!



Bridport Town Council

Why work in Bridport?

Bridport is an exceptional place to live and work, offering natural beauty, community spirit, and creative energy. With its strong sense of local pride, Bridport is a friendly and welcoming town where you'll instantly feel connected, whether you're participating in community groups, attending local events, or simply enjoying the town's vibrant atmosphere. As the UK's only Rights Respecting Town, Bridport is deeply committed to human rights, environmental sustainability, and community health.

Located on the Jurassic Coast, Bridport is surrounded by stunning landscapes, including scenic walking routes and the picturesque West Bay beaches, all part of the town's charm. The town combines the best of both worlds—independent shops, a twice-weekly street market, and four supermarkets—alongside a range of small, family-run restaurants and cafes offering diverse cuisine, from British to South East Asian, Italian to Indian, and of course, the popular fish and chips of West Bay.

Culturally, Bridport is thriving, with a lively arts scene that includes the famous Bridport Literary Festival and a wide array of live events, films, and exhibitions at venues like the Bridport Arts Centre, the Electric Palace, and the Lyric Theatre. The town is home to a large creative community that celebrates local talent and welcomes innovation. The town has a fascinating history, particularly known for its rope-making industry that dates back to medieval times. You can explore this heritage at Bridport Museum and West Bay Discovery Centre.

Despite its small size, Bridport is well-connected to nearby towns and cities like Dorchester, Weymouth, and Exeter, offering easy access to larger hubs while maintaining its charm. The nearest train stations in Axminster, Dorchester and Crewkerne take you to Southampton, London, Exeter and beyond.

Living and working in Bridport means being part of a dynamic, forward-thinking community in one of the UK's most beautiful and inspiring locations. Whether you're seeking a fulfilling career or a peaceful, purposeful lifestyle, Bridport offers the perfect balance.

Why work for Bridport Town Council?

Bridport Town Council offers a supportive and forward-looking environment for those looking to make a real impact in a thriving, engaged community. Despite a small population of just 13,500 people and a dedicated team of 20 Councillors and 28 employees, we consistently deliver at a level comparable to much larger organisations, thanks to our proactive and collaborative approach.

We are outward-focused, building strong partnerships and fostering relationships that expand our influence and enhance community life. We work with Dorset Council to deliver services, local businesses to seek joint funding opportunities, and the Bridport Local Area Partnership (BLAP) which brings together around 100 community groups to address key issues like homelessness, health, and wellbeing.

We manage a wide array of services that enrich the community, including:

- Allotments
- Bridport Cemetery
- Charity fundraising car boot sale
- Community buildings for hire
- Community grants
- Civic/community events
- Highway verge maintenance
- Parks, open spaces, and play areas
- Planning and the Neighbourhood Plan
- Public foot/cycle paths
- Round-town bus service
- Sitting-out licensing and A-boards
- Tourist Information Centre
- Twice weekly market
- West Bay Discovery Centre

These services are guided by a five-year corporate plan, developed in consultation with residents, to ensure alignment with the town's priorities.

We place a strong emphasis on community engagement, with numerous opportunities for residents to get involved, such as:

- Over 6,000 people participating in our Access & Movement Study
- A comprehensive consultation on Community Governance Review proposals
- Hosting and engaging at numerous public events, including the popular Community Charter Fair
- Offering hybrid meetings to increase accessibility, both in person and virtually
- Regular councillor engagement sessions out and about in the community

Here at Bridport Town Council, we go above and beyond to support the community, embracing our role as a proactive and compassionate organisation:

- Proudly declared the UK's only Rights Respecting Town, advocating for human rights within the community
- Managing services beyond the parish boundary, benefiting neighbouring areas
- Leading the drive to achieve more affordable housing in Bridport
- Saving community assets, including the Tourist Information Centre, Youth & Community Centre and WI Hall, ensuring vital local resources remain available

With our diverse and innovative approach, Bridport Town Council is an inspiring place to work, where every team member plays a key role in shaping a vibrant and resilient community.

<u>JOB TITLE:</u>	FINANCE AND OFFICE MANAGER
<u>BASE LOCATION:</u>	MOUNTFIELD
<u>RESPONSIBLE TO:</u>	TOWN CLERK
<u>HOURS:</u>	37 HOURS A WEEK
<u>DIRECT REPORT:</u>	CLERICAL ASSISTANT
<u>GRADE/SALARY:</u>	SCP 29 – 34 (currently £38,626 to £43,693)

Overall Responsibilities

1. To carry out the duties as set out in the job description and specifically be responsible for the administration of the Town Council's financial affairs under the management of the Town Clerk.
2. To be the Council's Responsible Financial Officer (RFO), under the Policy direction of the Council. The RFO is responsible for the proper administration of the Council's Financial affairs in accordance with S151 of the Local Government Act 1972.
3. To be responsible for the management of the Town Council office and certain administrative functions.

RFO Duties

To:

1. Prepare Financial Reports for the Council and Committees as required. These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and all other relevant financial matters.
2. Prepare Draft Estimates which, when approved by the Council, will form the Annual Budget for monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.
3. Submit the Precept to the billing authority.
4. Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.
5. Ensure that all money due to the Council is invoiced, collected and banked promptly.
6. Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibilities of those officers to avoid potential conflict.

7. Control and manage all payments by all payment methods in use by the Council.
8. Undertake the overall management of payroll, including the Local Government Pension Scheme. Ensure the prompt payment of tax and national insurance payments at the correct times and ensure, where appropriate, the prompt payment of sums due to the Pension Fund.
9. Ensure that VAT returns are submitted promptly and VAT inspections are dealt with in a proper and timely manner.
10. Ensure that all other statutory and non-statutory returns relating to financial and audit matters are prepared and submitted to required deadlines.
11. Ensure that all invoices for payment are allocated to the correct expenditure heads.
12. Oversee the Council's investments, and in conjunction with the Town Clerk, provide associated reports and recommendations to the Council or appropriate committee.
13. Ensure the production of final accounts and financial statements and report to the appropriate committee and Council in accordance with the Accounts and Audit Regulations and proper practices.
14. Ensure the production of accounts and records for internal and external audit in accordance with the Accounts and Audit Regulations and proper practices.
15. Monitor compliance with the Council's Financial Regulations to ensure correct financial systems are in place and to ensure compliance with accounting requirements and legislation.
16. Assist the Town Clerk with management of insurance and other risks, and report as appropriate to the Council or appropriate Committee.
17. Maintain the Council's register of property and assets as required by the Accounts and Audit Regulations and proper practices.
18. To be the RFO for the Bridport Communities Trust, and to prepare annual accounts for the Trust in accordance with the Charity Commission regulations
19. Assist the Council to ensure economy, efficiency and effectiveness in the use of its resources.

Office Manager and Other Duties

To:

1. Manage the Town Council's office at Mountfield, ensuring adequate cover during opening hours.
2. Assist with the management of Town Council buildings.
3. Working with the Property Manager, to administer the Allotments and Bridport Cemetery services.
4. Attend civic functions as required.
5. Undertake other duties as assigned and that might reasonably be expected of the post holder and as instructed by the Town Clerk or the Council.

Other Conditions

1. National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.
2. This document is intended to cover the range of principal duties and areas of work relating to the post. Its intention is to try and ensure that the employee is aware of the actual and the potential range and level of duties and responsibilities and areas of operation, which may be required.

Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education, Professional qualifications, and training.	<ul style="list-style-type: none"> • A minimum of 5 x GCSEs, grade C or above (or equivalent) including English Language and Maths. • Willingness to obtain the Financial Introduction to Local Council Administration (FILCA) qualification. 	<ul style="list-style-type: none"> • Certificate in Introduction to Local Council Administration (ILCA) or the new Financial Introduction to Local Council Administration (FILCA) <ul style="list-style-type: none"> • Accounting qualification, e.g. AAT level 3 or 4. • Membership of a relevant professional body, e.g. SLCC, CIPFA, CIPD. • Other relevant vocational and/or job-related training. 	Application form/ interview.
Knowledge and experience	<ul style="list-style-type: none"> • A good understanding of local government structure and practices. • Clear and evidenced ability in financial management. • Experience of managing budgets. • Knowledge and experience of computerised financial systems. • Knowledge and experience of Microsoft Office, and in particular MS Excel. 	<ul style="list-style-type: none"> • Experience of working in a Town or Parish Council, preferably as RFO, or working in any Local Authority. • Supervisory or management experience. • Understanding of AdvantEdge Accounting and Sage Payroll systems. • Knowledge of other office administration systems. • Understanding of services provided by the Town Council, in particular Allotments and Cemetery. 	Application form/ interview.
Abilities: Practical and Intellectual skills.	<ul style="list-style-type: none"> • Clear and evidenced ability in financial management. • Excellent organisational skills, ability to prioritise and meet deadlines. • Strong inter-personal skills, ability to work effectively on your own and in a team. • Competent keyboard skills and an ability to use IT effectively. Competent in use of common computer programmes, email, and websites. • Strong communication skills, both orally and in writing, effective at all levels. 	<ul style="list-style-type: none"> • Evidence of managing budgets and accounts. • Up to date knowledge of local government legislation relating to local councils and finance. • Evidence of ability to create and maintain good relationships and networks over a period of time. 	Application form/ interview.

COMPETENCY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Personal qualities	<ul style="list-style-type: none"> • Willingness to work outside of office hours and attend in the evening when required at Council meetings. • Willingness to undertake training. • Willingness to occasionally travel to meetings or trainings further afield. • Committed to the role and achieving the strategic objectives of the council • A commitment to working within the Council's equalities and Health and Safety at work obligations. 	<ul style="list-style-type: none"> • Ability to manage own working time to meet needs of the council without close supervision. 	Application form/ interview.



APPLICATION FORM
BRIDPORT TOWN COUNCIL
Confidential

Please complete in black ink and return to address/email address on last page

Closing Date:	No later than 9am on Mon 23 Feb 2025
Appointment of:	Finance & Office Manager
Where did you see the advertisement?	

PERSONAL DETAILS

Surname:	First names:
Home Address:	Telephone Numbers
	Home:
	Work:
	Mobile:
Email:	Can we contact you at work? Yes/No
Post Code:	
Preferred title:	Valid Driving Licence Yes/No
N.I. Number:	Penalty Points Yes/No Number:
	Do you have access to a car Yes/No
Are you related to or are the spouse / partner of any councillor or employee of Bridport Town Council? Yes / No If yes, please give detail: Canvassing will disqualify your application or if appointed make you liable to dismissal.	

EDUCATION AND TRAINING

From	To	Name of School etc. (most recent first)	Qualifications attained with grades

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS		
Organisation	Membership Status	Date Awarded

EMPLOYMENT HISTORY (most recent jobs first)				
Please indicate all previous positions held including any with this Council				
Present Position:		Present Employer: (including location)		
Date started	Current Salary: Benefits		Reason for wishing to leave:	
From	To	Previous positions	Employer and Location	Reason for Leaving

CERTIFICATED COURSES ATTENDED		
Course	Organisation	Date Attended

NOTICE
Please state the period of notice you are required to give in your present job:

b) OTHER REFERENCE NAME..... RELATIONSHIP TO YOU..... JOB TITLE..... ADDRESS..... Phone:..... E-Mail:..... Can we contact prior to interview Yes / No	
INTERESTS OR HOBBIES	
RIGHT TO WORK IN UK	
Are you legally entitled to work in the UK Yes/No We will require evidence of this prior to commencing employment.	
CRIMINAL RECORD	HEALTH
Have you ever been convicted of a criminal offence? Yes/No If YES , please give details: Declaration subject to the Rehabilitation of Offenders Act 1974:	For health reasons, do you require any adjustments for the interview and selection process? Yes/No If YES , please give details:
DATA PROTECTION	
The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below. I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.	
Signed.....Dated.....	
UNDERTAKING	
Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.	
Signed.....Dated..... Note: We are an equal opportunities employer and will not tolerate discrimination in any form.	
Completed and signed application forms should be sent to: The Town Clerk, Bridport Town Council, Mountfield, Bridport, DT6 3JP. Tel: (01308) 456722 enquiries@bridport-tc.gov.uk	