

Westfield Parish Council

Finance Officer Terms and Conditions

Pay

The salary range is within NALC LC1, spinal column points SP13 to 17, depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services.

Contract

The appointment is for an initial period of 6 months, part-time and is subject to the National Agreement on Salaries and Conditions of service of Local Council Clerks in England and Wales 2004. There will be a six-month probationary period with reviews.

Hours

Whilst the basic working week is 16 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave

Holiday entitlement on commencement of employment: 22 days (+ 4 statutory/local extra days + 8 Bank Holidays) rising to 25 days after 5 years' service (pro-rata).

Casual Car User Allowance

If the postholder travels by means of their own car on official duties, the NJC for LGS Casual Users Car Allowance rate will be paid.

Pension

The postholder will be automatically enrolled in the Local Government Pension Scheme.

Political Restrictions

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Parish Council and entered in the Register of Officers' Interests.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer). This position is also subject to a Credit Reference Check. In order to confirm your eligibility to work in the United Kingdom it will be necessary for you to bring your passport with you on the interview day or alternative documentation which can be discussed and agreed.