

Ramsey Town Commissioners

Particulars relating to the post of

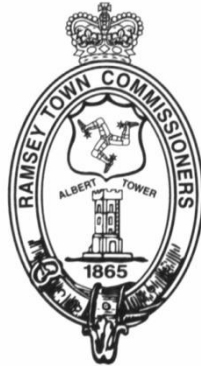
PAYROLL / ACCOUNTS OFFICER TO THE COMMISSIONERS

December 2017

LIST OF CONTENTS

Advertisement	Page 3
Appointment Procedure	Page 4
Job description	Page 6
Person Specification	Page 8
Conditions of Service	Page 9
General Information:	
Appendix A - Functions and Duties	Page 11

*Further information can be obtained from the
Commissioners' Web Site at:
www.ramsey.org.im*



RAMSEY TOWN COMMISSIONERS

Payroll & Accounts Officer

An opportunity has arisen within this progressive authority for a suitably qualified person to take on the role of Payroll & Accounts Officer. The successful applicant will be responsible to the Finance Officer for the day to day operation of payroll and accounting systems for both the Ramsey Town Commissioners and the Ramsey and Northern Districts Housing Committee.

This is an excellent opportunity to work within the local government structure of the Isle of Man. The Authority is committed to long term development in all areas of public service, and the post holder will play an important part in the administration of accounting and payroll systems and preparation of financial accounts.

To attract the right person, a competitive salary and contributory pension scheme are available.

For more details and an application form, please contact the undersigned.

T P Whiteway
Town Clerk & Chief Executive
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Candidates are asked to complete the attached application form in either type or black ink and **to enclose a current curriculum vitae** which details how you meet the Person Specification for this position.

2. References

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

3. Closing Date

The closing date for receipt of applications is **12 noon on Friday 5th January 2018**. Application forms with a current CV should be returned to:

T P Whiteway
Town Clerk & Chief Executive
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

All applications should be marked:

Private and Confidential
Payroll & Accounts Officer

4. Acknowledgement

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview on 12th January 2018. This date is provisional and subject to confirmation within the invitation.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate

concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship.

An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Town Clerk & Chief Executive

RAMSEY TOWN COMMISSIONERS
JOB DESCRIPTION

Designation: **PAYROLL & ACCOUNTS OFFICER**

Accountability: **TO THE DEPUTY FINANCE OFFICER**

MAIN PURPOSE OF THE JOB

To maintain accurate and up-to-date payroll and accounting systems for both the Ramsey Town Commission and the Ramsey and Northern Districts Housing Committee.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

Supervision

1. The post holder is not responsible for the supervision of staff.

Financial and accountancy services

2. To maintain accurate and up-to-date entries on all payments systems, including creditors, salaries, wages, pensions and other payments for Ramsey Town Commissioners and the Ramsey & Northern Districts Housing Committee.
3. Maintaining and running of weekly and monthly payroll systems in respect of Ramsey Town Commissioners indoor/outdoor staff and Ramsey & Northern Districts Housing Committee staff.
4. Balancing payroll systems at year end and forwarding all necessary information to the Income Tax Office.
5. Calculation of back-pay when awarded in respect of Ramsey Town Commissioners and Ramsey & Northern Districts Housing Committee staff.
6. Forwarding monthly remittances to Douglas Corporation for Superannuation, National Insurance and I.T.I.P. deductions to the Income Tax Office and Union Fees to the Transport & General Workers' Union and UNISON.
7. Maintaining Holiday and Sickness records.
8. Forwarding end of year details to Capita Hartshead Ltd for Superannuation in respect of Ramsey Town Commissioners and Ramsey & Northern Districts Housing Committee.

9. Checking mathematical calculations of invoices and same to official orders, collating to monthly accounts.
10. Maintaining Sage Accounting and other record systems including posting of invoices, production of reports, reconciliations, audit enquiries.
11. Assisting with counter duties and answering telephone queries when necessary.
12. Holidays/Sickness cover for Deputy Finance Officer.

Other Duties

13. To report immediately to the Town Clerk and Chief Executive any suspicion of financial malpractice or fraud.
14. Such other duties of a corporate or civic nature and of a similar level of responsibility as may from time to time be required by the Finance Officer, Town Clerk and Chief Executive or the Board.

Ramsey Town Commissioners

PAYROLL / ACCOUNTS OFFICER TO THE COMMISSIONERS

PERSON SPECIFICATION/SELECTION CRITERIA

<i>REQUIREMENT</i>	<i>ESSENTIAL/ DESIRABLE</i>	<i>TEST</i>
EDUCATION		
A good standard of general education.	Essential	Application/CV and Interview
EXPERIENCE		
Experience in the use of Sage, or other popular accounting , and computerised payroll software	Essential	Application/CV and Interview
Experience in the use of computerised HR software	Desirable	Application/CV and Interview
Experience in local or central government administration	Desirable	Application/CV and Interview
PERSONAL SKILLS AND ATTRIBUTES		
Excellent communication skills	Essential	Application/CV and Interview
The ability to work accurately, prioritise work and to achieve deadlines/targets.	Essential	Application/CV and Interview
The ability to initiate, recognise and respond to change.	Essential	Application/CV and Interview
Ability to work under own initiative and as part of a team.	Essential	Application/CV and Interview

Ramsey Town Commissioners

THE LOCAL AUTHORITY OF THE LOCAL GOVERNMENT DISTRICT OF RAMSEY

FINANCE OFFICER

CONDITIONS OF SERVICE

1. APPOINTMENT

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. PERIOD OF NOTICE

Termination of the appointment is subject to three months' notice in writing on either side.

3. SALARY AND CONDITIONS OF SERVICE

The General Conditions of Service are as laid down in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (the "*Green Book*" - a copy of which is held in the office for perusal by staff members at any time). There are also Local Agreements relating to salaries and annual holiday entitlement.

The incremental salary scale for the post will be based on points 22 to 25 (Scale 5) (currently £26,637 to £29,220).

Salaries are paid monthly by the 25th day of each month directly into the employee's bank account. Annual increases payable in accordance with the said Agreements apply from 1st April.

4. NORMAL WORKING HOURS

Monday to Thursday	8.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00.p.m.
Friday	8.30 a.m. to 1.00 p.m. and 2.00 p.m. to 4:30 p.m.

- a 5 day, 37 hour week.

Your lunch time may be varied to accommodate the operational requirements of the department.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Local Agreement is 20 working days, but the applicant may be entitled to additional days if he/she has continuous service, immediately prior to the appointment, with other local authorities and/or central government. The maximum entitlement is 30 working days after 20 years' service.

There are a total of 12 public and concessionary paid holidays each year (subject to variation in Easter), details of which can be given on request.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 6% and 7.5% of gross salary deducted from the monthly salary payments. Further details of the scheme are available on request from the Town Clerk and Chief Executive.

7. DUTIES OF THE POST

See Job Description

8. APPLICATIONS

Applications for the post should be submitted to the Chief Executive/Clerk in a sealed envelope marked

**“PRIVATE AND CONFIDENTIAL –
PAYROLL & ACCOUNTS OFFICER”**

to arrive no later than 12 Noon Friday 5th January 2018.

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

Ramsey Town Commissioners

FUNCTIONS AND DUTIES

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation	Administration of Sheltered Housing
Regulations/Enforcement	Authority
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	

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