



## About Us and About Poringland

The village of Poringland has grown extensively in recent years, following a number of large-scale developments in the parish. With a population of 6,000 and covering an area of 2.5 square miles, Poringland is a vibrant community with much to offer.

Poringland Parish Council provides a significant number of services to local people and has more planned. Our largest community asset is our community centre which was built in 2007 and offers daytime classes and evening events, several of which are organised by the Parish Council. It is available for hire for private events, and has a licensed bar.

The community centre also houses our community café, a facility run by the Parish Council which was launched in August 2020. This has proved very popular, as a friendly, welcoming meeting space with great food.

The parish also has a number of recreation sites offering play facilities for children. The largest of these is the Welcome Home and Memorial Playing Field, which includes two full size football pitches, a sports pavilion and a bowls club. The Playing Field is owned by a charitable trust, of which the Parish Council is the sole managing trustee. We are also responsible for numerous other playgrounds in the village, which more currently being constructed due to be passed over to us within the next 12 months.

The Parish Council is also the local burial authority and is responsible for the village cemetery.

Poringland Parish Council is a proactive organisation and is engaged in several long-term projects. We have completed our Neighbourhood Plan, which is a planning policy document to determine future development in the village. Our current project is one of our most exciting in recent times and this is our Community Land Project. We have approximately 30 acres of land which we can use for amenity and recreational use. This land adjoins our community woodland and wildlife rich lagoons.

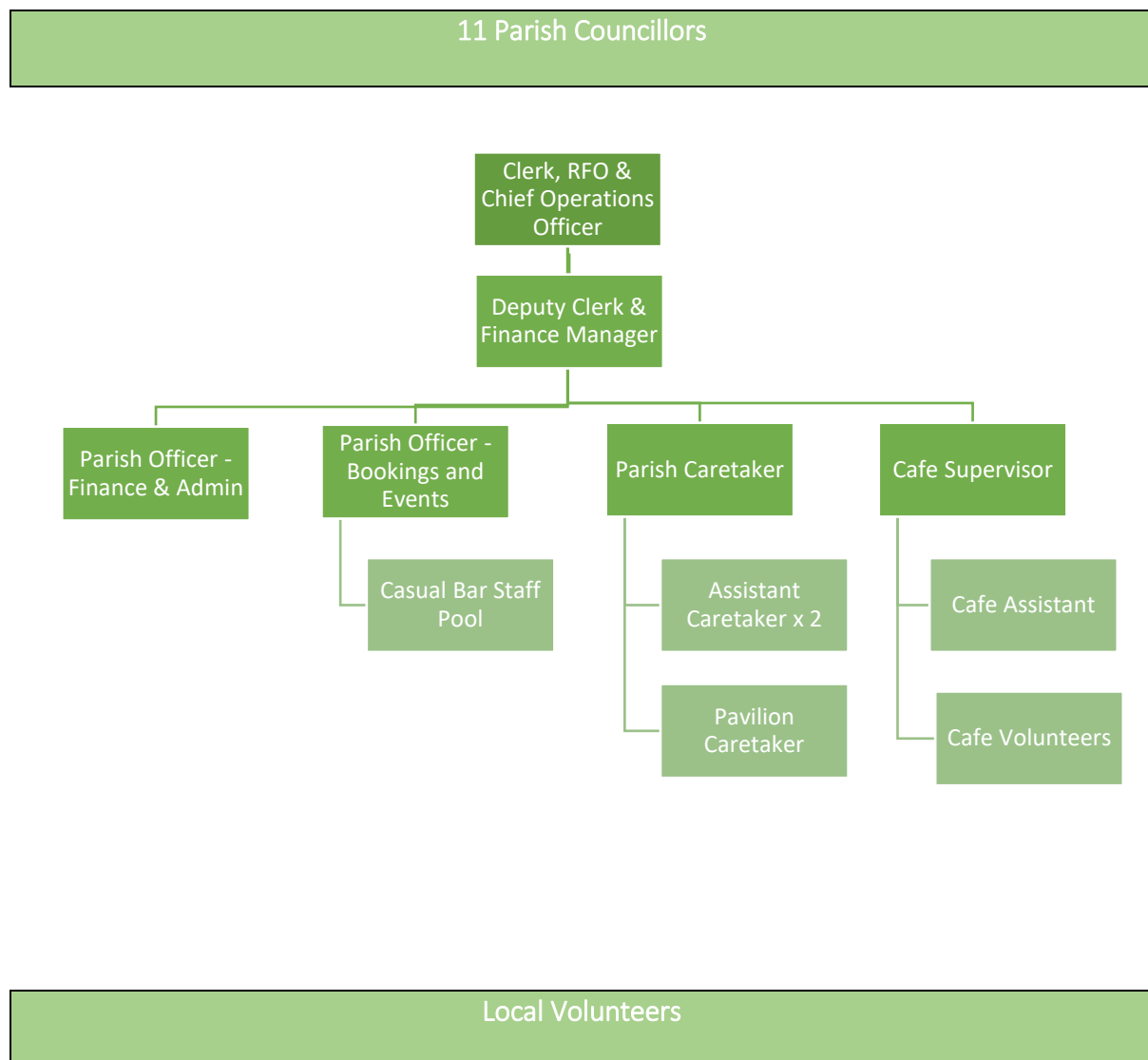
The Parish Clerk would be happy to discuss the services provided by the Parish Council in more detail.

Poringland Parish Council is based in Poringland Community Centre. A small team of staff is responsible for the operational running of the Council, overseen by the Clerk to the Council. Whilst the team is small with separate roles, each role is equally important and linked so staff work closely together to achieve the aims of the council. As a growing village, the Parish Council requires a part time finance and

administration officer to help with the invoicing, credit control, VAT and other financial matters of the council.

The role of the parish officer for finance and administration will also work alongside all members of staff to ensure that the parishioners of Poringland receive the best quality of service possible.

### Our Organisational Chart



All our councillors are volunteers, each of which bring specific skillsets to the council. We also have local volunteers such as our tree warden who assist us in the service provision for the village.

## Does this Sound Like You?

The role of Parish Officer for Finance and Administration would suit someone who likes variety in their role. Whilst we have a job description for the role, you never quite know what queries are coming in on any given day. And the direction of the council may change at times, depending on decisions made by councillors, or even directives from government. Some queries or changes can be complicated, but there is a close-knit team in the office which supports each other to ensure the work can get done.

Supporting each other is vital to our team. We all have our specific roles covering a wide variety of skills, but sometimes different members of staff need extra help. The role would suit someone who is a real team player and is prepared to help their colleagues if required. We have lots of great projects coming on board which may mean other members of staff may get quite busy at time.

Our IT is run on a Citrix server, and our finance and system is Rialtas. Rialtas is specific to local councils, so if you've not worked in this industry before then you may not have come across it. That's fine, but it would be a real advantage to have a good standard of IT literacy and use of other finance software as this will help to learn the system quicker. And if you've got a good understanding of Microsoft applications, that's even better – particularly Excel spreadsheets as we do a lot with them.

Positivity and enthusiasm are important traits to work for Poringland Parish Council. We also like people who are willing to try something new, as new projects come on board and existing ways of working change. But the council is always willing to help with these changes and offers training where required.

All of our councillors are volunteers and each brings different skillsets to our council team. The two-way relationship between the staff and our councillors is very important, so if you have experience of voluntary groups, whether working with them or being part of one, that would really help. But general customer service skills are really key as we deal with a diverse range of people from our office. And organisational skills are crucial! When we get busy there is a lot of paperwork generated, so the sooner this can get filed, the better.

One of the most important things we are looking for is a community minded attitude – looking to how we can make things better for our diverse society. Is this person you?

The role is for 22 hours per week, and the Parish Council has a degree of flexibility around the right candidate to agree the regular hours. But we hold our team meetings on a Wednesday morning, so it's important to attend these so all staff know what we have in store for the week.

If you think you are the person to join our team, we'd love to receive an application from you. But if you'd like to discuss the role further, please don't hesitate to get in touch.

*Charlotte Hummel - Parish Clerk*

**Outline Terms and Conditions:**

**Role:** Parish Officer for Finance and Administration

**Salary:** Within the range of SCP 18 – 23 £15.21 - £16.67\* (dependent on qualifications and experience)

**Probation:** The role is subject to a six-calendar month probationary period.

**Pension:** NEST

**Hours:** 22 hours per week, to cover three days a week with the ability to work flexibly according to the needs of the Council.

**Leave:** 28 days plus bank holidays (pro rata).

**Place of work:** Poringland Community Centre, Overtons Way, Poringland NR14 7WB

\* Hourly rates correct at the time of going to print