



## JOB DESCRIPTION

**Post:** Planning and Finance Officer

**Post No:** tbc

**Reporting to:** Head of Finance and Administration

**Grade:** SCP 19-24

### 1. Purpose

To provide effective and efficient planning, finance and administrative services and customer support.

To coordinate the monitoring and delivery of the Neighbourhood Plan; provide advice to staff and Councillors to enable the Town Council to perform its role as a consultee on planning proposals and to provide effective and efficient administrative services and customer support.

### 2. Duties of the Post

The following list is typical of the level of duties which the post holder could be expected to perform. It is not exhaustive and other duties will be required from time to time.

#### 2.1 Administrative

- Assist the Head of Finance and Administration in committee work.

#### 2.2 Finance

- Assist in the control of payments and management of payroll.
- Be responsible for accurate records of monies spent from petty cash.
- Be responsible for banking monies received.
- Assist in the compilation of records for Internal and External Audit.
- Help verify, code and input income and expenditure to the relevant headings.
- Help maintain the Council's Asset Register.
- Assist in the administration of the Town Council cemeteries.
- Assist in the review of financial procedures to ensure accuracy and efficiency.
- Help prepare quarterly VAT returns.

## **2.3 Planning and Development Control**

- Assist in committee work and carry out such work as directed in relation to Planning (Development Control), including attendance at Council (Planning) Meetings and preparing agendas and Minutes for approval.
- Upkeep records pertaining to the Planning services including the website.
- Provide advice to staff and Councillors to enable the Town Council to perform its role as a consultee on planning proposals including preparing reports.
- Provide advice to staff and Councillors on changes in planning legislation and Government guidance on planning.
- Monitor the progress of Wiltshire Council's Core Strategy Review/Local Plan and prepare responses to consultations to ensure that Corsham's position is understood and reflected.
- Arrange and administer pre-planning meetings with developers and/or applicants and their agents.
- Liaise with developers and Wiltshire Council regarding street naming.
- Upkeep records of developments that generate Community Infrastructure Levy and Section 106 contributions, ensuring timely payments and recording funds spent.
- Produce and maintain local development records to track progress on larger planning applications in a visually accessible form.
- Use mapping software to produce digital maps for planning and Neighbourhood Planning activity.

## **2.4 Neighbourhood Planning**

- Design and implement research and consultation with stakeholders.
- Manage relationships with the local planning authority and other bodies to secure appropriate advice and support.
- Prepare publicity material in printed format and online and communicate with the media when required.
- Organise and administer meetings of the Neighbourhood Plan Delivery and Monitoring Group, reporting to the Council.
- Arrange and attend consultation events.
- Manage the Neighbourhood Plan webpage and social media. Produce Neighbourhood Plan Newsletters for delivery.
- Research best practice in terms of Neighbourhood Plan activity.

- Review, update and amend Neighbourhood Plan documents.
- Respond to other local Councils regarding Neighbourhood Plans.
- Produce briefing notes for Councillors and staff.

## **2.5 General**

- Assist with administrative duties in relation to other office-related enquiries.
- Deal with enquiries from the general public.
- Provide an efficient and friendly service to customers.
- In the absence of the Head of Finance and Administration, oversee Town Hall and cemetery enquiries.
- Assist the Head of Finance and Administration in proactive committee work.
- Assist at civic and community events.
- Keep up-to-date with local government rules and regulations.
- Undertake such other duties as directed by the Head of Finance and Administration.

## **3 Health and Safety**

You are required to familiarise yourself with all relevant Health and Safety Regulations, Legislation and Policies applying to or made by the Town Council and ensure that you comply with and ensure others comply with these as required.

*Ref: MJ/djm*

*8 January 2025*