



# EYNESHAM PARISH COUNCIL

CLERK: MICHELLE LEGG

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07956 901622 Email: [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk)

Website: [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk)

## Eynsham Parish Council

*requires a part time (10 hours per week)*

## Responsible Finance Officer

**Salary Scale LC2 (SCP 24-28) £34,314 - £37,938 pro rata  
plus, LGPS pension.**

Eynsham Parish Council is looking to appoint a new Responsible Finance Officer (RFO) to support the council in its financial management and delivery of services and improvements for the community of Eynsham.

**This is a flexible role, with the potential to be office or home based, and includes occasional attendance at evening meetings.**

Closing Date: Wednesday 6<sup>th</sup> August 2025 @ 5.00pm

*\*Please note, depending on the volume of applications received, this vacancy may close early.\**

Interviews are scheduled to take place between 13-15<sup>th</sup> August.

For further details or an informal chat, please visit [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk) or contact Michelle Legg (Clerk) on 07956901622 or email [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk)

## Recruitment Pack

### Welcome from Cllr Ross Macken, Chair

Eynsham is the fourth largest settlement in West Oxfordshire with a strong community spirit and cherished heritage. It has a thriving community of 5300 residents and faces exciting and challenging times ahead. With the planned development of Salt Cross Garden Village (2200 homes) and West Eynsham Strategic Development Area (1000 homes), potential minerals extraction alongside the Thames, the Botley West Solar Farm and A40 'improvements', representing the community at strategic levels is of paramount importance. Eynsham Parish Council has strong links with community organisations, local government stakeholders and takes an active role in making 'Eynsham a great place to belong'.

The Bartholomew Room, Village Hall, Pavilion, 3 play areas, skate park and various green spaces are owned and maintained by the Council and its charity. The Council's Strategic Plan identifies various ongoing long-term projects which are currently being worked on.

Eynsham Parish Council is seeking a Responsible Finance Officer, under section 151 of the Local Government Act 1972, to ensure the proper administration of the Council's financial affairs. The right candidate will need to have experience of financial processes and systems, online banking, budget setting and monitoring, payroll and be able to work independently and as part of a team. Applicants should have previous experience in a similar role or demonstrate transferrable skills.

The position requires an individual with strong organisational and inter-personal skills who has experience in financial/accounting management and good communication and organisational skills. A positive attitude to transparency, standards and good governance is also required. Applicants need to be IT proficient (in particular Microsoft Office) and can ideally intuitively use finance or accounting software applications.

The role of RFO forms part of a small team of five officers, working in close partnership with councillors to manage and maintain its facilities and assets and deliver its programme of projects.

The role is 10 hours per week, supported by flexible working, with the option of working from home. Attendance at periodic evening meetings in Eynsham will be required. Office equipment is provided.

Salary range: (SCP 24-28) £34,314 - £37,938 pro rata and Oxfordshire County Council Local Government Pension Scheme (subject to eligibility). 25 days holiday plus Bank Holidays (pro-rata). Training will be provided where necessary.

You are encouraged to carefully review the details of this pack and consider how your skills, experiences, qualifications and aspirations align with the opportunities and challenges presented by being part of the Council team in Eynsham. Should you have any questions or require further information, please do not hesitate to contact us.

You can find further information about Eynsham Parish Council on our website [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk). If you would like an informal conversation about the role, please contact the Clerk on 07956901622 or email [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk).



## Council Information

### Councillors

Cllr Ross Macken (Chair)  
Cllr Sue Brown (Vice Chair)  
Cllr Charles Amos  
Cllr Milly Chen  
Cllr Tricia Crowley  
Cllr Andy Mosson  
Cllr Sue Osborne  
Cllr Nick Relph  
Cllr Carl Rylett  
Cllr Ann Partlett

### Committees

All as Ex-officio members  
All as Ex-officio members  
Not yet appointed to committees  
Open Spaces  
Planning Committee  
Finance Committee and Planning Committee  
Open Spaces Committee  
Finance Committee  
Open Spaces Committee  
Open Spaces Committee and Finance Committee

## Council events and high priority projects

### Events 2025/26

- Annual Parish Meeting.
- Oxfordshire Play Association 'Play Day'.
- Eynsham Carnival (engagement stand).
- 'Light Up Eynsham' Christmas event.

### High priority projects

- Replacement Pavilion project (with Eynsham Parks).
- New Burial Ground.
- New equipment for Dovehouse Close 'Come and Play'.
- A new Art Trail using S106 funds.
- Update the Neighbourhood Plan.

## Committees

### Finance Committee

Meeting quarterly, this committee monitors financial compliance, recommends the annual budgets and precept to Full Council and has delegated authority for all staff-related matters. It also manages the Council's buildings and leases, considers community grant aid applications and reviews the Council fees, hire arrangements and charges.

### Open Spaces Committee

This committee is responsible for the maintenance and activities of its play areas and skate park, public open spaces and matters relating to Public Rights of Way, trees, hedges and street furniture. It considers ROSPA and other safety inspections, risk assessments and tree surveys. The committee manage the emptying of approximately half of the litter/dog bins in the village and liaises with Ubico/West Oxfordshire District Council on the others. It considers matters relating to the Council's allotments as and when required. An Art Trail Working Group (made up of councillors and non-councillors) make recommendations to the committee.

## **Planning Committee**

This committee responds to planning and licensing applications and is consulted on street-naming of new developments. It responds to consultations relating to Gravel & Minerals, Salt Cross Garden Village, West Eynsham Strategic Development Area, A40 proposals and submits representations on CIL/S106 developer contributions. It takes an active role in pursuing stewardship and design options for the new developments and liaises with developers, land agents and local authorities. It is also updating the Neighbourhood Plan with the support of Community First Oxfordshire. It is currently creating a community-led Design Review Panel that will feed into the planning process.

## **Charity**

### **Eynsham Parks**

The Council is sole trustee of Eynsham Parks a registered charity who is responsible for managing Oxford Road Playing Field (South), and bookings at the Sports Pavilion.

## JOB DESCRIPTION

### RESPONSIBLE FINANCE OFFICER

<b>Job Title -</b>	Responsible Finance Officer (RFO)
<b>Salary -</b>	LC2 (SCP 24-28) £34,314 - £37,938 pro rata
<b>Hours -</b>	10 hours per week
<b>Responsible to -</b>	The Clerk
<b>Budget -</b>	Financial oversight of a £394,450 budget (precept £322,177).

#### **Overall Responsibilities**

The RFO will support the Clerk to carry out the functions of the council and support in the delivery of its strategic objectives. This will include managing and maintaining accurate and up-to-date financial records, ensure the council payroll function is completed each month, ensure the council's statutory obligations are observed and information is available to support the council's decision-making process and that of Eynsham Parks Charity.

#### **1. Financial responsibilities**

- 1.1. To oversee the financial management of the council's financial systems and records.
- 1.2. Maintain accurate financial records, including budgeting, accounts and financial reports.
- 1.3. To work with the Clerk, Deputy Clerk and councillors to carry out budget setting, monitor income and expenditure and prepare financial statements.
- 1.4. Process payroll, VAT returns and statutory financial submissions.
- 1.5. To prepare for and support internal and external audits, liaising with internal and external auditors as required.

#### **2. Council Operations**

- 2.1. To work closely with the Clerk to ensure efficient financial governance and decision making.
- 2.2. Implement and monitor financial controls and procedures to ensure transparency and accountability.
- 2.3. To attend and support Finance Committee meetings

**3. Eynsham Parks Charity**

- 3.1. Maintain accurate financial records, including budgeting, accounts and financial reports.
- 3.2. To prepare and submit financial reports and records to the Charities Commission
- 3.3. To attend and support Eynsham Parks Meetings.

**4. Personal development responsibilities**

- 4.1. To attend training courses associated with the work and role as required by the council.

## Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Educational Qualifications</b>	<p>High levels of literacy and Numeracy.</p> <p>GCSE English and Mathematics (minimum Level 3 qualification).</p>	<p>A recognised qualification in finance or local council administration (CiLCA , FiLCA, AAT, ACCA or willingness to obtain.</p>
<b>Skills/knowledge and aptitude</b>	<p>Strong financial management and administrative experience.</p> <p>Excellent numerical, analytical and problem-solving skills.</p> <p>Experience of producing and interpreting financial reports.</p> <p>Highly organised with the ability to manage multiple priorities and meet deadlines.</p> <p>Proficiency in financial software and Microsoft applications.</p> <p>Ability to work independently and as part of a team.</p>	<p>Experience in local government or local council finance.</p> <p>Knowledge of financial regulations and statutory requirements applicable to local councils.</p> <p>Familiarity with budget preparations, monitoring and year-end accounting.</p> <p>Experience of IT accounting packages (Rialtas, Scribe, Sage).</p>
<b>Communication Skills</b>	<p>Excellent written, reporting and oral skills.</p> <p>Excellent interpersonal skills with employees, councillors, members of the public.</p> <p>Able to attend evening meetings (in person/online) and demonstrate flexibility around the council's requirements.</p>	
<b>Personal qualities/Other</b>	<p>Able to secure good working relationships with councillors, employees and other stakeholders.</p> <p>Trustworthy with confidential information.</p> <p>Self-motivated with a flexible attitude to working.</p>	<p>Full Driving Licence and access to a vehicle.</p>

## Further information and the Interview Process

Please complete the application form attached. Please demonstrate how you meet the person specification and experience required for the role. Candidates will be shortlisted for interview using the listed criteria.

Interviews will be held between Wednesday 13<sup>th</sup> and Friday 15<sup>th</sup> August. The interviews will be with a panel of two councillors and the Clerk.

## Pre-employment checks

All offers of employment are made subject to pre-employment checks which could include:

- Review of Driving Licence.
- Receipt of at least two satisfactory references which must cover the last three years of employment.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Academic qualification identified as essential for the post.
- Verification of professional qualifications and memberships.
- Verification of identity/nationality and immigration status/right to work in the UK.







# EYNHAM PARISH COUNCIL

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## Job Application Form

Please complete all sections of this form.

POST APPLIED FOR	SERVICE AREA

SECTION ONE - PERSONAL DETAILS		
Last Name / Family Name	First Name/s	Title
Address		
Postcode		
Home Telephone Number (including code)		
Work Telephone Number (including code)		
Mobile Telephone Number		
Email Address		
Can we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

SECTION TWO - EMPLOYMENT HISTORY	
PRESENT OR MOST RECENT EMPLOYMENT	
EMPLOYER DETAILS	FROM / TO



**OTHER TRAINING AND USEFUL EXPERIENCE**  
(e.g. voluntary work, family care, etc. - relevant to this employment)

[illegible]

## MEMBERSHIP OF PROFESSIONAL BODIES

[illegible]

**SECTION FOUR – PLEASE PROVIDE DETAILS OF ALL RELEVANT SKILLS, EXPERIENCE AND ABILITIES IN RELATION TO THE JOB DESCRIPTION AND PERSON SPECIFICATION**

**The information provided in this section is very important in assessing your application. If necessary, please continue on additional sheets and attach to the application form. Alternatively, you may type this section separately and attach it to the application form.**

SECTION FIVE - OTHER INFORMATION	
ENTITLEMENT TO WORK IN THE UK	
If you are successful in obtaining employment with Eynsham Parish Council, you will be required to provide evidence of your entitlement to work in the United Kingdom.	
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
DISABILITY	
Eynsham Parish Council welcomes applications from people who have disabilities. For this purpose, disability is defined as “a physical or mental impairment that has a substantial and long-term (over 12 months) adverse effect on a person’s ability to carry out normal day-to-day activities”. <i>Equality Act 2010 refers.</i>	
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please indicate below if you have any special requirements regarding attendance at interview.	
REHABILITATION OF OFFENDERS ACT 1974	
Please declare any offences, sentences or cautions, reprimands, final warnings (and dates) which are not spent under the Rehabilitation of Offenders Act 1974. You are advised to disclose any charges which are or may be pending. It should be noted that the post you are applying for may be subject to a Disclosure and Barring Service (DBS) check. The vacancy advertisement and supporting job information will state if this is so. In cases where posts are subject to a DBS check, the Council will use ‘DBS Services’, a Registered Body to process and submit applications on its behalf. <a href="#">Its GDPR policy is available here.</a>	
DRIVING	
DO YOU HAVE A CURRENT VALID DRIVING LICENCE?	DO YOU HAVE ACCESS TO A CAR WHICH YOU CAN USE FOR COUNCIL BUSINESS?
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

RELATIONSHIPS TO COUNCILLORS AND / OR SENIOR OFFICERS		
Please give details of any relationship to any Councillor or Senior Officer for the Council. Please provide details below.		
NAME OF COUNCILLOR / SENIOR OFFICER	POSITION HELD WITHIN THE COUNCIL	RELATIONSHIP
WHERE DID YOU SEE THIS POST ADVERTISED? (Please tick as many boxes as appropriate)		
Eynsham Parish Council Website		
Noticeboards		
Newspapers / media websites		
Other – Please specify		
REFERENCES		
Give details of two referees, one of whom must be your present or most recent employer. Students should give the name of their head teacher, tutor, professor, as appropriate.		
Name _____ Address _____ _____ _____ Postcode _____ Telephone _____ Email _____ Relationship _____	Name _____ Address _____ _____ _____ Postcode _____ Telephone _____ Email _____ Relationship _____	
Can this referee be contacted without further authorisation from you?  YES <input type="checkbox"/> NO <input type="checkbox"/>	Can this referee be contacted without further authorisation from you?  YES <input type="checkbox"/> NO <input type="checkbox"/>	

## PRIVACY NOTICE

All the information requested in the Application Form and during the recruitment process is required in order that Eynsham Parish Council can process your application and assess your suitability for the post for which you are applying. We also request that you complete the Equal Opportunities Monitoring Form. This information is required for the purpose of identifying or keeping under review equality of opportunity, however, completion of this form is voluntary and will not affect your application.

You must complete the application form for the recruitment process. If you do not your application may become null and void.

The personal data that you provide in this form and during the recruitment process will be used for Eynsham Parish Council's recruitment and selection process and the legal basis for this processing is to take steps prior to entering into a contract or where you have given your consent. In the case of special category data and criminal offence data, this is required in the substantial public interest.

Your Application Form will be kept in a recruitment file and only employees involved in shortlisting, interviewing and appointment will have access to this data. This could be Clerk or Deputy Clerk. For senior appointments, Councillors and external assessors could be involved. The information will not be disclosed to anyone else outside of the Council, except that your personal data may be passed to third parties such as referees to progress your application.

If your application is unsuccessful, the application form and any other personal data submitted will be kept for a period of six months and then confidentially destroyed. If you are appointed, your personal information will be held on your personnel record for as long as you are employed plus seven years after leaving Eynsham Parish Council's employment.

Where we rely on your consent to process your data you can withdraw that consent whenever you wish. To do so, please contact [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk).

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on personal data rights, for the Data Controller and Data Protection Officer's contact details and further information please see the Council's Staff Privacy Notice on the website [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk)

## DECLARATION

I certify that all information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal, or the withdrawal of a job offer. I also acknowledge that canvassing of elected members of the Council or employees of the Council, directly or indirectly, in connection with this job will disqualify me from the application being taken forward.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***(If completing this form online, an electronic/typed signature will be accepted)***

Thank you for taking the time to complete this application form.

You can either return this form to: Eynsham Parish Council, Eynsham Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW or email [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk)

**PLEASE CONTINUE TO (SCROLL DOWN) TO COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM BELOW.**



**Eynsham Parish Council is an equal opportunities employer. Please return the following form with your application.**

## **EQUAL OPPORTUNITIES MONITORING FORM**

Eynsham Parish Council is keen to ensure it has up to date equalities monitoring information for its current workforce. Gathering your equalities monitoring information enables us to promote equality of opportunity in employment as part of its obligations under the Equality Act 2010. Knowing more about the demographic of our workforce will allow us to understand if we are meeting your needs, it will also ensure we are being fair and that people from all different backgrounds is being represented. We appreciate equalities information is sensitive and if you do not wish to disclose certain information then please select prefer not to state.

This form will be separated from your application form prior to the selection process. For details of our privacy statement, please visit [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk).

Please tick the relevant box in each section, or complete details as appropriate.

<b>What is your gender identity?</b>	<b>(Tick one)</b>
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Male	<input type="checkbox"/>
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Female	<input type="checkbox"/>
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If you prefer to use your own term, please specify here:	
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<b>What age category are you in?</b>	<b>(Tick one)</b>
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Under 18	<input type="checkbox"/>
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18-29	<input type="checkbox"/>
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30-44	<input type="checkbox"/>
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45-59	<input type="checkbox"/>
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60 or over	<input type="checkbox"/>
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Prefer not to say	<input type="checkbox"/>
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<b>Do you consider yourself to have a disability?</b>	<b>(Tick one)</b>
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Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Prefer not to say	<input type="checkbox"/>
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What is the effect or impact of your disability or health condition on your ability to give your best at work?  
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Which ethnic group do you belong to?		(Tick one)
White – British/English/Welsh/ Scottish/Northern Irish		<input type="checkbox"/>
White – Irish		<input type="checkbox"/>
White – any other background		<input type="checkbox"/>
Asian or Asian British – Indian		<input type="checkbox"/>
Asian or Asian British – Pakistani		<input type="checkbox"/>
Asian or Asian British – Bangladeshi		<input type="checkbox"/>
Asian or Asian British – Chinese		<input type="checkbox"/>
Asian or Asian British – Any other Asian background		<input type="checkbox"/>
Black or Black British – Caribbean		<input type="checkbox"/>
Black or Black British – African		<input type="checkbox"/>
Black or Black British – Any other Black background		<input type="checkbox"/>
Arab		<input type="checkbox"/>
Any other ethnic group		<input type="checkbox"/>
What is your religion, even if you are not currently practising?		(Tick one)
Christian		<input type="checkbox"/>
Buddhist		<input type="checkbox"/>
Hindu		<input type="checkbox"/>
Jewish		<input type="checkbox"/>
Muslim		<input type="checkbox"/>
Sikh		<input type="checkbox"/>
None		<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>
Do you consider yourself to be?		(Tick one)
Heterosexual or straight		<input type="checkbox"/>
Gay man		<input type="checkbox"/>
Lesbian women		<input type="checkbox"/>
Bisexual		<input type="checkbox"/>
Other		<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>

Thank you for taking the time to complete this questionnaire.