



BERKHAMSTED TOWN COUNCIL  
FINANCE & ALLOTMENT OFFICER  
BACKGROUND INFORMATION

Berkhamsted is a lovely historic market town located in the Chiltern Hills adjacent to the Chilterns Area of Outstanding Natural Beauty. The Grand Union Canal runs through the town and there is a Norman motte and bailey castle where the Anglo Saxon crown was ceded to William the Conqueror in 1066. Since that time numerous historic and literary associations have been established in the town. In March 2018, Berkhamsted was named the best place to live in the South East by The Sunday Times.

The Town Council offices are on the second floor of the Civic Centre in Berkhamsted High Street with staff parking to the rear. The Council is made up of 15 elected councillors and this year the Town Mayor is Cllr Garrick Stevens. The Town Council owns four large allotment sites in the town and runs Lagley Meadow Youth Centre which is currently leased to a pre-school. We work closely with other organisations to enhance the assets and character of Berkhamsted, often contributing financially to such initiatives. The Town Council lobbies other organisations such as Dacorum Borough Council and Hertfordshire County Council for improved facilities in Berkhamsted. The Town Council's budgeted income for the current year is £262,498 and budgeted expenditure is £304,861.

It is a time of exciting change for local councils and for Berkhamsted. Following the Town Council elections in May of this year we have been joined by a number of new and very enthusiastic, committed councillors who have already initiated a number of innovative and interesting projects. For example, we are examining the possibility of introducing a community bus service around the town to reduce car journeys and provide a valuable service to the people of Berkhamsted. The Council is looking at how it can work with other to help reduce pollution and emissions in the Town and also hopes to initiate increased tree planting at locations throughout our area.

The vacancy has arisen following the retirement of a staff member earlier this year. In the interim, the opportunity has been taken to review and revise the role to enhance job satisfaction. The town council is currently migrating to a new computer software package and the post holder will be the first to operate the system, called Omega, which is designed specifically for Town and Parish Councils. Full training will be given. The package is extremely user friendly and is supported by an excellent help desk. The successful candidate will also be responsible for maintaining the allotments letting software which records tenancies, waiting lists and issues the annual invoices. We are a small organisation and this is reflected in the relatively small number of financial transactions per month, however, this gives the post holder the opportunity to experience the whole spectrum of financial transactions so making for an interesting and varied role.

Berkhamsted Town Council is an equal opportunities employer. There are four members of staff, including the post being advertised, forming a friendly, hardworking and professional team. The post holder will work with the councillors, the Town Clerk, other colleagues and partner organisations to further enhance and improve Berkhamsted for the benefit of residents. A thorough programme of induction training will be given to ensure a smooth transition into the job and the organisation.