



Finchampstead
Parish Council

Recruitment of Deputy Clerk

Salary Scale: SPC 29 – 32 (£32,910 - £35,745 per annum pro rata) (depending upon experience and qualifications) plus Local Government Pension Scheme

Part time - 15 hours per week. Flexible working and working from home will be considered. Attendance at evening meetings will be required.

Finchampstead Parish Council is an ambitious Council facing a number of challenges and opportunities which have led to the creation of this new post. The Parish is expanding with the addition of 1500 dwellings on the Arborfield Strategic Development Location, the regeneration of the Gorse Ride estate and other ad hoc development. The level of development has brought significant Community Infrastructure Levy funds to the Council which will be used for the benefit of our residents. The Council is working with community volunteers on a Neighbourhood Development Plan which is due to be completed in 2021, and a Climate Change Action Plan is under development.

The Parish Council is seeking to appoint a Deputy Clerk to support and deputise for the Clerk & Responsible Financial Officer. The Deputy Clerk will have shared responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to help develop existing services. The ability to work effectively with staff, councillors, contractors, external organisations, stakeholders and the community is essential.

We would like a highly motivated, innovative, organised and community focused applicant to undertake this key role.

A Certificate in Local Council Administration (CiLCA) qualification is highly desirable, or candidates should be willing to work towards the qualification. Ideally candidates will have knowledge of local government organisation and procedures.

**Closing date for the receipt of applications:
Friday 6 November at 12 noon.**

Interviews: week commencing Monday 16 November 2020

The application pack is available on our website at www.finchampstead-pc.gov.uk.

**For an informal discussion about the post contact Katy Dagnall, Clerk, at
Finchampstead Parish Council, FBC Centre, Gorse Ride North,
Finchampstead RG40 4ES.**

Telephone: 0118 9088164 / 07802 669004 or email: clerk@finchampstead-pc.gov.uk.

Finchampstead Parish Council is committed to equal opportunities and actively welcomes applications from all sectors of the community.