



## **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.**

Finchampstead is a thriving and dynamic Parish Council, embracing change and ensuring it takes advantage of the opportunities this offers while engaging with our local community. You could be part of this by working at the heart of the Council, supporting the Clerk in all areas of responsibility but also taking ownership of assigned discrete projects or activities.

Finchampstead is one of the larger Parishes in Wokingham Borough, lying south of Wokingham Town and adjoining the Parishes of Barkham, Wokingham Without, Swallowfield and Crowthorne (within Bracknell Forest). It serves a population of some 12500.

The Parish Council has 17 Councillors and committees covering Amenities, Finance & General Management, Planning, Rights of Way and Roads & Road Safety. Working Groups and sub committees cover specific topics, and the Council has representatives on many groups and organisations – such as those linked to Wokingham Borough and others outside the local government sector. Staff consists of the Clerk & Responsible Financial Officer, a part time Planning Committee Clerk and three part time wardens.

Finchampstead Parish Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of local residents through consultation and by representation to Wokingham Borough or other authorities as appropriate. The Parish Council aims to act in the best interests of residents of Finchampstead and conducts its business in an open and democratic manner. The Parish Council is not political.

The Parish Council is experiencing a number of challenges and opportunities which have led to the creation of the new post of Deputy Clerk. 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. The Council is working on a Neighbourhood Development Plan which is due to be completed in 2021, and a Climate Change Action Plan. Extensive new nature reserves are being created in the south of the Parish. We are actively involved with the management of Finchampstead allotments and work closely with the Borough Council over the development of the California Country Park.

The Parish Council is seeking to appoint a forward thinking and proactive Deputy Clerk to support and deputise for the Clerk and Responsible Financial Officer in undertaking the work of the Council, and to work actively with the Clerk and elected members to develop services. The key duties and responsibilities are detailed in the **job description and person specification** below.

Applicants must be able to demonstrate that they have relevant experience and a track record of achievement, innovation and commitment to public service. They must also be motivated and community focused and possess sound communication and organisational skills.

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.

**The closing date for receipt of applications is 12 noon on 6 November 2020. The provisional date for interviews is 17 November 2020.**

For an informal discussion about the post contact Katy Dagnall, Clerk & Responsible Financial Officer. Telephone 0118 9088164 or 07802 669004 or email [clerk@finchampstead-pc.gov.uk](mailto:clerk@finchampstead-pc.gov.uk)

You will need to make clear in your application form:

- Why you are interested in the position, what you can bring to the role and how you believe you can help the Council deliver its main priorities
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

*Only completed application forms will be accepted, please do not send CVs.*

References will be taken up for all shortlisted candidates

Please return forms either:

- via email marked Private & Confidential to [clerk@finchampstead-pc.gov.uk](mailto:clerk@finchampstead-pc.gov.uk)
- or by post in a sealed envelope marked Private & Confidential to Katy Dagnall at Finchampstead Parish Council, FBC Centre, Gorse Ride North, Finchampstead RG40 4ES

Finchampstead Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

### **Key terms and conditions**

<b>Salary</b>	SPC 29 – 32 (£32,910 - £35,745 per annum pro rata) depending upon experience and qualifications)
<b>Payment of Salary</b>	Paid monthly by BACS on the 20 <sup>th</sup> of the month
<b>Probationary Period</b>	The post is subject to a probationary period of 12 weeks
<b>Conditions of Service</b>	In accordance with the National Joint Council for Local Government Services
<b>Pension</b>	Membership of the Local Government Pension Scheme is automatic unless you choose to opt out. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.
<b>Hours</b>	15 hours per week. Flexible working is in operation. Attendance at evening meetings and occasional weekend working will be required. It may be necessary for the post-holder to work in excess of these hours on occasions to meet deadlines in which case time off in lieu will be granted.
<b>Place of Work</b>	Finchampstead Parish Council Office, FBC Centre, Gorse Ride North, Finchampstead RG40 4ES. Working from home may be permitted on

occasion with the agreement of the Clerk and may be required for longer periods due to the current pandemic. The Parish Council will provide a laptop and guidance on the setting up of an ergonomically friendly home work station. The post holder is responsible for ensuring their own health and safety while working at home.

<b>DBS Check</b>	The post is subject to a satisfactory DBS check.
<b>Benefits</b>	<p>The Parish Council will sponsor any relevant job related training (subject to budget constraints).</p> <p>The Parish Council will support SLCC membership.</p>
<b>Leave Entitlement</b>	Annual leave starts at 22 working days plus two additional statutory days plus Bank Holidays (pro rata) and increases after five, seven and ten years of service. Continuity of relevant service will be honoured.
<b>Expenses</b>	A car mileage allowance is payable for authorised business travel which excludes normal travel to and from home to place of work.

## **Job Description**

### **Job Title: Deputy Clerk**

#### **Introduction**

Finchampstead Parish Council is one of the larger local Councils in Wokingham Borough with a population of around 12500 and an electorate of around 9000. It is a very proactive Parish Council with a significant budget to manage due in part to the extensive building programme in recent years which has attracted Community Infrastructure Levy funding. There are 17 Councillors, 5 committees, and several working groups and sub committees which meet regularly, often in the evening.

#### **Job Summary**

- **The post holder will support and deputise for the Clerk and Responsible Financial Officer and is accountable to that post holder.**
- To proactively develop, promote and implement the Council's policies, strategic plans and services.
- To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

#### **Main Duties and Responsibilities**

To work with the Clerk and Responsible Financial Officer as follows:

1. To take responsibility for projects or activities as may be directed by the Clerk.
2. To support elected members, committees and working groups by preparing for and clerking Council meetings, ensuring accurate minutes are prepared and agreed.
3. To advise the elected members on the statutory duties placed on the Council and individuals, and ensure that all decisions are lawful and that they are implemented.

4. To manage the Council's communications and promotional activities.
5. To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.
6. To work with elected members to develop and implement a strategic plan and to work collaboratively with Wokingham Borough Council, Town and Parish Councils, and other statutory and non statutory groups to develop Council Services.
7. To manage the financial affairs of the Council, including the preparation of the annual budget, the annual governance and accountability return, and the monitoring of income and expenditure in accordance with Financial Regulations.
8. To manage the Council's Allotment Site in conjunction with the Finchampstead Allotment Association.
9. To carry out other duties as may be required from time to time

### **Essential Requirements and Qualifications**

- Educated to A Level or above
- CILCA qualified or willing to achieve this within 15 months
- Financial and local government experience

### **Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Educational qualifications</b>	Educated to A level or equivalent	HND or degree, and /or professional / management qualification
	CILCA qualified, or willing to achieve this within 15 months	
<b>Work experience</b>	Budget management and financial planning. Numerate with good attention to detail.	RBS Alpha financial software and HMRC PAYE Tools
	Community engagement	Local councils and local government / work in a town or parish council
	Project management skills	Administration of meetings
		Local government legal and regulatory requirements
		Forward or strategic plans
<b>Skills, knowledge and aptitude</b>	ICT literate and competent user of standard MS Office software.	Wordpress web site software. Video conferencing
	Able to work alone and on own initiative or as part of a team.	Production of newsletters and promotional material
	Well organised, able to prioritise effectively; proactive.	
	Self motivated with creative and problem solving skills.	
	Communication skills; face to face, website, written and social media	
	Writing skills: Able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence.	

<b>Other</b>	Committed to self development		
	To demonstrate or be prepared to acquire knowledge of the Parish and its surrounds.		
	Able to work flexibly, including attending evening meetings		
	Full clean driving licence and own transport		