



Appointment of Clerk and Responsible Financial Officer

Salary Scale: LC3 ,SCP Point 42 – 45 (£50512 - £54017 per annum, review pending) depending upon experience and qualifications plus Local Government Pension Scheme. Full Time 37 hours per week.

Finchampstead is a non-political, 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, proactively developing, promoting, and implementing policies, strategic plans and services.

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

The Parish Council has 17 Councillors with 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 – both Wokingham Borough Council and outside the local government sector. Staff include a part time Deputy Clerk, 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 by following the principles of best value. It endeavours to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council 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 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 has successfully completed a Neighbourhood Development Plan which was endorsed by residents and WBC. 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 Clerk and Responsible Financial Officer. 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; a track record of service achievement and innovation, commitment to public service, be motivated, 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 an understanding of local councils and local government organisation and procedures including GDPR.

The closing date for receipt of applications is **12 noon on Monday 5th February 2024**.

For an informal discussion about the post contact Simon Weeks Parish Council Chair on email simon.weeks@finchampstead-pc.gov.uk

You will need to make clear in your application form:

- Why you are interested in the position 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 may be taken up for all shortlisted candidates

Please return forms either:

- via email marked Private & Confidential to simon.weeks@finchampstead-pc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to Simon Weeks 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

Salary	LC3 SCP Point 42 – Point 45 (£50512 - £54017 per annum ,pending review) depending upon experience and qualifications
Payment of Salary	Paid monthly by BACS on the 20 th of the month
Probationary Period	The post is subject to a probationary period of 12 weeks
Conditions of Service	In accordance with the National Joint Council for Local Government Services
Pension	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.
Hours	37 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.
Place of Work	Finchampstead Parish Council Office, FBC Centre, Gorse Ride North, Finchampstead RG40 4ES. Working from home may be permitted.
DBS Check	The post is subject to a satisfactory DBS check.

Benefits	<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>
Leave Entitlement	Annual leave starts at 22 working days plus two additional statutory days plus Bank Holidays and increases after five, seven and ten years of service. Continuity of relevant service will be honoured.
Expenses	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: Clerk and Responsible Financial Officer

Introduction

Finchampstead Parish Council is non-political and one of the larger local councils in Wokingham Borough with a population of C 12500 and an electorate of C 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 as part of the community team.

Job Summary

- The post holder is accountable to the Chair of the Parish Council.
- 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, staff and projects are carried out effectively and that business continuity is maintained.

Main Duties and Responsibilities

1. To support councillors, committees and working groups by preparing for and clerking Council meetings, ensuring accurate minutes are prepared and agreed.
2. To advise the councillors on the statutory duties placed on the Council and individuals, and to ensure that all decisions are lawful and that they are implemented.
3. To manage the Council's communications and promotional activities.
4. To represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.
5. To work with councillors 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.
6. To manage the financial affairs of the Council, including the preparation of the annual budget and the annual governance and accountability return, and the monitoring of income and expenditure in accordance with Financial Regulations.
7. To line manage a small team of part time staff and ensure service and performance standards are defined and met and that the Council office is run efficiently.

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 or equivalent
- CILCA qualified or willing to achieve this within 18 months
- Financial and staff management and GDPR experience

PERSON SPECIFICATION

	Essential	Desirable
Educational qualifications	Educated to A level or equivalent	HND or Degree, and / or relevant professional / management qualification
	CILCA qualified, or willing to achieve this within 18 months	
Work experience	Budget management and financial planning. Numerate with good attention to detail.	Use of RBS Alpha financial software and HMRC PAYE Tools
	Understanding of local councils and local government	Previous work in a town or parish council
	Familiarity with the requirements of GDPR	Familiar with local government legal and regulatory requirements
	Community engagement	
	Administration of meetings	Preparation of forward or strategic plans
	Project management skills	Broad understanding of planning policy and development control
	Staff supervision and management	Allotment management and administration
Skills, knowledge and aptitude	ICT literate and competent user of standard MS Office 365 software.	Familiarity with RBS software for allotment and asset management
	Able to work alone and on own initiative or as part of a team.	
	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	Production of newsletters and promotional material
	Writing skills: Able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence.	
	To be able to demonstrate tact and diplomacy	

Other	Committed to self development.		
	Able to work flexibly, including attending evening meetings		Full clean driving licence and own transport