

DEPUTY CLERK

Application pack

Dear Candidate,

Thank you for expressing an interest in the Deputy Clerk role with Barkham Parish Council.

We hope that the contents of this application pack will provide an insight into our organisation, the role and what it is like to work here. The Council is growing, and we are looking for people who will support our organisation as it moves through a period of change and growth.

We hope you find everything you need to apply for this position, but should you require additional information about the recruitment process please do not hesitate to get in touch.

Good luck with your application.

Ellen Tims

Parish Clerk

**About the Council and Parish**

**Barkham Parish Council**

* Parish and Town Level Government in Wokingham.
* The Council consists of 10 elected and unpaid Councillors.
* The council currently has only 1 member of staff in the team, but is expanding due to growth of the council projects.
* We have 3 main committees, these are: Finance Committee, Road Safety Committee and The Coombes Woodlands Committee.

**Barkham Parish**

* Barkham is a small village in the borough of Wokingham
* Barkham is derived from the old English bercheham meaning “birch home” referring to the birch trees on the edge of Windsor Forest. The name evolved via forms including Berkham’ in the 14th century and Barcombe in the 18th century.
* Barkham has a Population of around 4,619 (at the time of the 2021 Census)

**About the Role**

This is an opportunity to play a key role in supporting the progress Barkham Parish Council has been making in recent years. The role of Deputy Clerk is a new role for the Council and has been created in recognition of the ongoing development and expansion in the range projects that are led by the Council.

The jobholder will work with the Parish Clerk, Members, and colleagues to develop and deliver strategies and policies to take forward the aspirations of the Council. They will manage a range of functions, including managing The Coombes Woodlands; the Job Description outlines the general responsibilities, but the detail of the functions managed may be tailored to fit the experience and skills of the jobholder and will be agreed with the Parish Clerk following appointment.

The jobholder will have a financial overview of the Council (and subject to potential future needs of the Council, may be required to become Responsible Financial Officer). It is not a requirement, but it is desirable, that the jobholder has finance experience or background. They must be familiar with the relevant regulations and guidelines covering the proper management of the Council’s funds, but training and support to achieve the appropriate knowledge may be provided to the right candidate if required.

The jobholder will act as Proper Officer in accordance with Local Government regulations in the absence of the Parish Clerk.

**Terms and conditions of employment**

Barkham Parish Council staff are employed under Local Government Services (Green Book) terms and conditions with some terms and conditions agreed locally.

The key provisions are:

* Permanent Part-time
* Location: Barkham Parish Council Office, Arborfield Green Community Centre, with the ability to Work from home when required
* Salary: £13.97 to £14.95 per hour (based on NALC Spinal point LC3 13-17) (depending on skills and experience)
* We offer 23 days holiday a year, rising to 26 days after 5 years of service, pro-rata for part time employees; plus, bank holidays, two additional statutory days, and a Local Government Pension scheme.
* Incremental progression subject to satisfactory performance

**How to apply**

To apply please download an application pack from Barkham Parish Council website or send a CV to Clerl@barkham-parishcouncil.org.uk.

Once you have an application pack, if you would like to apply, please complete the application form

within this pack, or if you have difficulty accessing this, please email Clerk@barkham-parishcouncil.org.uk

Deadline for applications is 2nd February 2024 at 12 noon

The Selection process will be held in February and any face-to-face interviews will be held in

Barkham Parish Council Office.

Barkham Parish Council is committed to equality, diversity and inclusivity being at the heart of everything they do



**Job Description**

**Deputy Clerk**

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| **Job Title** | **Deputy Clerk**  |
| **Based at** | **Barkham Parish Office**  |
| **Reporting to** | **Parish Clerk** |
| **Hours per week** | **Part Time.** **Hours and times to be agreed with appointee**  |
| **Salary** | **£13.97 - £14.95** **(based on NALC Spinal point LC3 13-17)** |

**JOB PURPOSE**

To deputise for the Clerk as necessary and undertake specific Council duties as directed by the Clerk. In order to fully execute the job it will be beneficial to the incumbent that they be prepared to acquire the necessary professional knowledge and be willing to gain accreditation to CiCLA’.

**GENERAL DUTIES**

* Deputise for the Clerk, in their absence, to ensure the continued smooth running of the Council at all times.
* Assist the Clerk with fulfilling the Council’s legal, financial, H&S, insurance, risk management responsibilities and to ensure that all statutory responsibilities are met.
* Assist the Clerk in managing the Council’s asset register, including some leases and licenses.
* Represent the Council on outside bodies as required.
* Actively promote the work of the Council and become an ambassador of the Council.
* Undertake, on direction of the Clerk, other such duties as may be required from time to time to meet the requirements of the post.
* To take responsibility for projects or activities as may be directed by the Clerk.
* Maintain exceptional customer care throughout and deliver services in a way that is sensitive and responsive to those receiving such services.

The rate at which the appointee would be expected to take on these duties would depend on experience, appropriate training opportunities and availability.

**SPECIFIC DUTIES**

Over time, the appointee can expect to undertake the following duties:

1. **Finance / Accounts**

**To assist the Clerk in the following areas:**

* 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.
* Issue any invoices in accordance with the Councils Financial Standing Orders.
* Process cheques and cash and ensure they are banked promptly.
* Produce a monthly schedule of payments for authorisation by Full Council.
* Carry out bank and petty cash reconciliation on a monthly basis.
* Produce quarterly accounts and reports for presentation to Finance Committee and Full Council.
* Assist the Clerk with the annual internal and external audits.
1. **Payroll**

**To assist the Clerk in the following areas:**

* Manage the PAYE Basic Tools online payroll ensuring that hours worked, overtime payments and changes to individual details/circumstances are processed promptly.
* Maintain the annual leave, sickness and training records for all staff.

1. **Purchasing/supplies**
* In liaison with staff/caretakers purchase all equipment and supplies necessary for the effective running of the council’s facilities and services.
1. **Council administration**
* To support elected members, committees and working groups by preparing for and clerking Council meetings, ensuring accurate minutes are prepared and agreed.
* Set up the room to include IT equipment (laptop and projector).
* 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.
* Inform the Planning Authority of comments or objections made by the Council.
* Provide support for the Annual Council Meeting and occasionally attend and clerk other council meetings as required.
* To manage the Council’s communications and promotional activities.
* To work collaboratively with Wokingham Borough Council, Town and Parish Councils, and other statutory and non statutory groups to develop Council Services.
1. **Asset register**
* To assist the Clerk to maintain the council’s asset register.

6) **Policy documents**

* Review and maintain policy and procedure documents in accordance with Council decisions and legislation.

7) **Deputise for the Parish Clerk**

* Carry out tasks that may reasonably be required including attending council meetings.

8) **General Data Protection Regulations (GDPR)**

* To review and keep personal data secure and ensure that where it is necessary to hold personal data that it is used, shared and stored in accordance with the GDPR.

9) **Carry out any other duties commensurate with the role.**

* To carry out other duties as may be required from time to time

**Personal Skills**

* To demonstrate many of the criteria listed in the attached person specification

**PERSON SPECIFICATION: DEPUTY CLERK**

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|  | **ESSENTIAL** | **DESIRABLE** |
|  Educational qualifications | * A good general level of education: 5 GCSE’s or equivalent including English and Maths.
* A commitment to continuing professional development
 | * A recognised qualification in local government administration
* CiLCA qualified
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| Previous work experience | * Experience of working as part of a small interdependent team
* Dealing with the public
* Assembling knowledge to provide a written statement of response
* Arranging, chairing and processing actions from meetings
 | * Local government experience
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| Skills | * Good knowledge of office management systems and procedures;
* Good level of knowledge using MS Office.
* Knowledge of website management and social media;
* Good communication and writing skills,
* Good organisational skills – able to prioritise workload;
* Tact, diplomacy, confidentiality and sensitivity.
* A solid supportive team worker
* Good at communicating with people of all ages and backgrounds in person, by email or by telephone
* Able to deal with challenging situations eg complaints
 | * Ability to understand the legal framework in which the Council operates
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| Personal attributes | * Good self-motivation; adaptable, flexible;
* Ability to work under pressure, identify priorities and meet deadlines;
* Enthusiastic with team approach
* Able to maintain good relationships with staff, councillors, contractors and members of the public
* Self-reliant and self-motivated
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| Motivation | * Willingness to undertake essential training
* Openness to learning and change
* Desire to do the best for the residents
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| Other | * Able to attend evening meetings and demonstrate flexibility as required.
* Driving licence, ability to travel.
* Friendly
* Patient
* Sense of humour
* Professional attitude and attire
* Ability to work from home if required
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