



# Stanway

## Parish Council

Parish Clerk: David Lines

Victory Hall, Villa Road,

Stanway, Essex CO3 0RH

P: 01206 542221

E: [clerk@stanwaypc.org.uk](mailto:clerk@stanwaypc.org.uk)

### VACANCY - Deputy Parish Clerk/RFO, Stanway Parish Council

**22 hours per week - Flexible working pattern to be agreed (to include evening meetings and continual professional development)**

**Salary: Points 16 -19 (£12.15. - £12.89 per hour) on the NJC Pay Scale (according to qualifications and experience). Generous pension scheme. 21 days holiday plus 2 statutory days plus bank holidays. £18 per month home-working allowance. Full training provided.**

Stanway Parish Council, in the Borough of Colchester, is looking to appoint a motivated and high performing individual to take on the role of Deputy Parish Clerk/ Responsible Financial Officer (DPC/DRFO) to the Council, working alongside the Parish Clerk & RFO, the Clerk's Assistant and Maintenance Worker.

The Deputy Clerk/RFO will report to the Parish Clerk/RFO who, in turn, is accountable to the Council for the effective management of its resources, including the administration of its finances.

The Deputy Clerk will also act as the Deputy Proper Officer (DPO) and help ensure that the Council conducts its business properly and in line with its statutory duties.

Applicants should ideally have experience of Local Government, including formal Committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters and providing financial management support, including the adherence to the Parish Council's Financial Regulations.

The successful applicant will either hold the ILCA qualification and/or the CiLCA certificate or be willing to work towards both within an agreed timeframe (please see the job description summary for more details).

This role would probably suit a person who currently works as a clerk to a small parish council and is looking to advance their career in the knowledge that the successful applicant would be a prime candidate to take on the role of Parish Clerk/RFO in a few years' time.

Stanway Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community. Please note that, in England, local councils must ensure that any 'public-facing' staff meet the necessary English language fluency requirements (see Immigration Act 2016, sections 77 – 84, and the Code of Practice on English Language Requirements for Public Sector Workers, published by the Cabinet Office and the Home Office, last updated in December 2016).

**Closing date:** 5.00 p.m. Friday 31<sup>st</sup> January 2020.

**Interview Date:** w/c 10<sup>th</sup> February 2020

A full job description is available on the Parish Council website – [www.stanwaypc.org.uk](http://www.stanwaypc.org.uk) where an application form in PDF format may also be found. A Word 97/03 version may be requested by email from the address below. To apply, please send a completed application form and c.v. as follows:

By email to [clerk@stanwaypc.org.uk](mailto:clerk@stanwaypc.org.uk),

or, by post, to: The Clerk, Stanway Parish Council, Victory Hall, Villa Road, Stanway CO3 0RH.

Please mark the envelope "**CONFIDENTIAL**".

## Job Description summary – Deputy Clerk/RFO (2020)

### General

To support and deputise for the Clerk/RFO in all aspects of his/her role (per the specific job description), with a view to becoming the prime candidate to assume that role within three years.

To work flexible hours, principally remotely but to attend the Parish Office as and when required on a rota basis.

To attend all Full Council Meetings and all committee / sub-committee meetings as described below, whether evening or during the day, and as required in the absence of the Clerk/RFO and/or Clerk's Assistant.

### Specific

To take full responsibility for the management support of the Community Assets and Community Services Committees (and their sub-committees/working groups\*)

- producing agendas and minutes in a timely manner,
- undertaking all the necessary research for current and potential new initiatives,
- producing reports of the same and
- carrying out the decisions and actions arising out of such meetings.

*with the exception of the Burial Grounds Sub-Committee\**

### Qualifications

#### Desirable

A minimum of three years' experience working for a parish or town council

A demonstrable knowledge of the local government sector and its various activities

Educated to 'A' Level standard, and with GCSE certificates in English and Mathematics (or equivalent)

Certificate in Local Council Administration (CiLCA)

A full driving licence and/or own transportation (e.g. to enable inspections of various Parish Council sites)

#### Essential

Experience of working flexibly within a multi-faceted service organisation, both remotely and in the office.

An easy ability to communicate well with others within and outside the organisation (including the public).

Evident competence in the use of the Microsoft Office 365 Suite, especially Word, Excel and Outlook.

IT literacy to allow ready use of other supporting (but user-friendly) IT applications (Website, Accounts, Payroll, Pensions, Risk Management, etc.)

Education to a minimum level of five GCSE certificates, including Mathematics and English Language (or equivalent)

Introduction to Local Council Administration (ILCA) certificate, or a commitment to complete the SLCC on-line ILCA training successfully within the first six (probationary) months of employment - [www.slcc.co.uk/qualifications](http://www.slcc.co.uk/qualifications)

A commitment to complete the Certificate in Local Council Administration (CiLCA) qualification successfully within 30 months of the date of employment (the course must be completed within twelve months of registration for CiLCA)