

COLNBROOK WITH POYLE PARISH COUNCIL

APPOINTMENT

Of

**Parish Clerk/Responsible Financial Officer**

RECRUITMENT INFORMATION & APPLICATION PACK

**April 2017**

COLNBROOK WITH POYLE PARISH COUNCIL

Information Booklet

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**CLOSING DATE FOR APPLICATIONS**

**Friday 28<sup>th</sup> April 2017**  
**Completed applications should be marked**

**PRIVATE & CONFIDENTIAL**

and addressed to:

Parish Council Clerk, Colnbrook with Poyle Parish Council, 1 Allen Way, Datchet, Slough,  
SL3 9HR

or emailed to:

[clerk@colnbrookwithpoyle-pc.gov.uk](mailto:clerk@colnbrookwithpoyle-pc.gov.uk)

## **1. Colnbrook with Poyle Parish Council**

### **Colnbrook**

**Colnbrook is a village and civil parish in Berkshire with a population around 7000 people. The village lies near to the Heathrow Airport and is situated near to the M4/J5 & M25/J14.**

**Colnbrook is within the Borough of Slough and under the constituency of Windsor and Maidenhead. It is also within the County of Berkshire.**

### **The Council**

Colnbrook with Poyle Parish Council has 12 Councillor's representing a single ward.

### **Responsibilities**

The Parish Council:

- Receives a precept of just over £100,000 per annum**
- Have two committee groups; Services and Finance & Policy**
- Is responsible for the upkeep of the Colnbrook Recreation Ground and maintains the grounds and play equipment.**
- Prides itself in supporting local group and events for the residents of Colnbrook including a the annual Apple Fair, the recent Queens Birthday Celebrations and any events receive a significant amount of help from willing volunteers**
- Communicates with the District Council on matters concerning the Parish and is statutory consultee for all planning applications in the Parish.**

### **Parish Council Meetings**

The full Parish Council meets on the first Tuesday of the month, and there the committee groups meet on the third Tuesday of the month, recess period are August and December.

### **Parish Drop in Surgery's**

The Parish Council host monthly Drop in Session and quarterly Parish forums to facilitate community groups.

## **2. Job Advertisement**

### **Colnbrook with Poyle Parish Council**

#### **VACANCY**

#### **PARISH CLERK**

**Part-time (15 hours per week)**

**Flexible hours, Home-based**

Salary based on local government NJC scales, point 26, £23,398 up to point 29, £25,951 depending on qualifications and experience. Pro-rata (15hours)

Applications are invited for the post of Clerk and Responsible Financial Officer to Colnbrook with Poyle Parish Council, to work part time, commencing on 1st June 2017.

The Clerk is the Proper Officer of the Council. He/she deals with the business of the Council, including correspondence, financial book-keeping and management of records, agenda items and the recording of minutes at all Council Meetings. The Clerk also administers the council web site.

At present there is no Parish Office and the Clerk would be expected to work from home until such time as this is resolved. As such the applicant will be expected to have access to a computer, printer and the internet and will be paid an allowance to cover office expenses. A mobile phone and laptop computer will be provided for council business.

The applicant will have his/her own transport, possess excellent interpersonal skills, must be adaptable and able to interact effectively with Councilor's, residents and officers of other organisations.

The post requires approximately 15 hours per week, however, the workload will vary and any additional hours will be paid as overtime at normal rate. The Clerk attends all meetings of the Parish Council. The Council normally meets on the first and third Tuesday evening of the month (except in August and December due to recess) meetings commence at 7.30 pm. occasionally other evening meetings are necessary.

Ideally applicants will have an understanding of the roles and responsibilities of Parish Councils and hold the Certificate in Local Council Administration (CiLCA) or be prepared to undertake this qualification.

Details of how to apply, together with a job description and a person specification can be downloaded from the Parish Council's website <http://www.colnbrookwithpoyle-pc.gov.uk>

**CLOSING DATE Friday 28th April 2017**

### **3. Job Description**

#### **Clerk to Colnbrook with Poyle Parish Council**

##### **Overall Responsibilities**

- The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local Authority's Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

##### **Specific Responsibilities**

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
- To attend meetings of the Council, of its committees and sub-committees as required, parish liaison meetings as well as any meeting requested by the Council.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.
- To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

#### 4. Person Specification

	<i>Essential</i>	<i>Desirable</i>
<b>Education</b>	<p>Good general education with a minimum of 2 GCSE's to include English and maths grade C and above or equivalent</p> <p>Certificate in Local Council Administration or willingness to obtain within an agreed timescale</p>	
<b>Skills and knowledge</b>	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Advising, supporting and constructive communication with elected members</p> <p>Excellent IT skills including the ability to use a wide range of office software, including Microsoft Office</p> <p>Flexible team player with good interpersonal skills</p> <p>Excellent analytical and organisational skills</p> <p>Excellent communication skills both written and oral</p>	

<p><b>Personal Qualities</b></p>	<p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	
<p><b>Other</b></p>	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p> <p>Willingness to undertake relevant training to enhance the role of Parish Clerk</p>	

## **5. Application Process**

The application and the covering letter should be placed in a sealed envelope marked “*private and confidential - Application for Parish Clerk post*” for posting or hand delivery to:

**Katy Jones  
Parish Council Clerk / Responsible Finance Officer  
Colnbrook with Poyle Parish Council  
1 Allen Way  
Datchet  
Slough  
SL3 9HR**

**[clerk@colnbrookwithpoyle-pc.gov.uk](mailto:clerk@colnbrookwithpoyle-pc.gov.uk)**

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Parish Clerk

A covering letter and CV is required.

Your application must be returned no later than Friday 28<sup>th</sup> April 2017.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Katy Jones, Colnbrook Parish Clerk on 01753 586572 or [clerk@colnbrookwithpoyle-pc.gov.uk](mailto:clerk@colnbrookwithpoyle-pc.gov.uk) for an informal discussion.

## **6. Selection Process**

The formal selection process by interview will take place in May on a date to be agreed. The appointment will be made by the Appointment Panel, which will comprise three councillors and the current Clerk.

### **Interview**

Candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to an hour.

### **References**

Formal references will be taken up following an offer of employment.

### **Disabled Candidates**

Any candidate who has a disability or is registered disabled should please contact the Clerk of Colnbrook with Poyle Parish Council, as above, in confidence, so that reasonable adjustments can be made to the recruitment process.

### **Code of Conduct**

The post holder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Parish Council and entered in the Register of Officers' Interests.

### **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Leader of the Council.

### **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer).

## 7. Parish Clerk Application Form

### Colnbrook with Poyle Parish Council

This application form is an integral part of our selection procedure. It is designed to enable you to give us a meaningful written representation of yourself and your career to date. Please complete the form as accurately as possible

<b>Position applied for</b>	<b>Parish Council Clerk / Responsible Finance Officer</b>
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#### Section A: Personal details

<b>Name</b>	
<b>Address</b>	
<b>Do you hold a current driving licence?</b>	

#### Section B: Contact details

<b>Telephone number(s)</b>	
<b>Mobile phone number</b>	
<b>Email address</b>	

#### Section C: Education, training and qualifications

<b>A-level or equivalent results obtained</b>		
<b>College/university attended (if any)</b>		
<b>College/university results obtained</b>		
<b>If you possess the Certificate in Local Council Administration Please indicate the year your qualification was obtained.</b>		
<b>If 1 is poor and 5 is excellent Please indicate how you rate your computer literacy.</b>		
<b>If 1 is poor and 5 is excellent Please indicate how you rate your proficiency in WORD and EXCEL.</b>	<b>WORD</b>	
	<b>EXCEL</b>	



## Section F: References

Please provide two referees (one of whom should be your present or last employer).

Your nominated referees will only be contacted in the event that the Parish Council wishes to appoint you. Appointments will be subject to satisfactory references.

	Referee #1	Referee #2
Name		
Address		
Position (if any)		
Telephone number		
Email address		

## Section G: Declaration

To the best of my knowledge, the information I have provided is correct. I understand that giving false information or omitting to provide relevant information, may disqualify my application and, if I am appointed, may lead to my dismissal.

Signature of applicant	Date
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Please return this application form to:

By post to:  Katy Jones Parish Council Clerk / Responsible Finance Officer Colnbrook with Poyle Parish Council 1 Allen Way Datchet Slough SL3 9HR	By email to:  clerk@colnbrookwithpoyle-pc.gov.uk
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**Your completed application form must be returned to the above no later than 5.00pm on Friday 28<sup>th</sup> April.**

**If selected for interview you will be contacted within 10 days of the closing date.**

**Please ensure you complete the supporting statement at section H below and attach it to your application.**

**Section H: Supporting statement**

In no more than 300 words please indicate how your experience, skills and training equip you for the job advertised.

**Please indicate your word count here:**