**EAST PECKHAM PARISH COUNCIL**

**VACANCY FOR ASSISTANT PARISH CLERK- RFO**

Applications are invited for the position of Assistant Parish Clerk and Responsible Financial Officer to manage the administration, personnel, and finances of East Peckham Parish Council.

East Peckham Parish is in the County of Kent and lies between Tunbridge Wells and East of Maidstone. The Parish contains approx. 1,250 households. The Parish Council consists of 11 Councillors and currently has 4 members of staff.

The post includes some evening meetings and occasional weekend work. The successful applicant will be a highly-motivated and forward-thinking individual who can promote the interests of the community by forging strong local partnerships. They will manage the statutory obligations of the council, including its financial responsibilities. They must be an excellent communicator with a positive ‘can-do’ attitude, combined with strong commercial and financial management. The job is based at the council office in the Jubilee Hall, although an option to partly work from home may be an option. The Assistant Clerk’s main duties include following instructions from the Parish Clerk and assisting the Parish Clerk in the following tasks.

* Attendance at meetings - held the third Monday of the month at 7pm plus Committee meetings & Planning meetings every First Monday of the month at 7pm plus the Finance Committee which currently meets twice annually.
* The preparation of meeting agendas and the taking of accurate minutes of Parish Council meetings.
* Keeping accurate financial records, banking, invoices, and payment of accounts.
* Setting the council’s budget, liaising with auditors, preparing end of year accounts.
* Acting on decisions and resolutions taken at council meetings.
* Dealing with correspondence from Councillors, members of the public and external organisations.
* Assisting in maintaining and updating the council’s website.
* Churchyard maintenance
* Village Grass Cutting.
* 1 recreation ground.
* 1 Jubilee Hall.
* 1 Allotment site.
* 4 members of staff.

Training to assist the Assistant Clerk to carry out the above tasks will be provided.

The successful applicant will have:

* Good communication skills both written and verbal.
* Good IT skills.
* An understanding of basic accounting processes.
* An ability to understand and interpret local government law.
* Ability to work on their own.
* A relevant qualification (CiLCA) or the willingness to work towards achieving this.
* Knowledge of the area would also be an advantage.

Part time - 15 hours per week.

Salary: £22,627 - £28,672 FTE (SCP 13-24) dependent on experience.

The appointment will be subject to successful completion of a 6-month probationary period

Closing Date: 29th October 2021 Interview Date: TBC

If you are interested in applying for this post, have a strong public-service ethos and want to make a difference to the life of the East Peckham community please contact Emily Ellis, Clerk [councilmanager@eastpeckham-pc.gov.uk](mailto:councilmanager@eastpeckham-pc.gov.uk%20) or 01622 871309 for an application pack.

These criteria will be used to short-list candidates for interview. Please demonstrate how you meet the person specification in your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Requirement** | | Assessment Criteria | | |
|  |  | (E)ssential | (A)pplication | (I)nterview |
| **ESSENTIAL** |  | (D)esirable |  |  |
| **Knowledge/qualifications:** |  |  |  |  |
|  |  | EXPERIENCE | | |
| Good standard of English & Maths | GCE ‘O’  Level/GCSE grade C as a minimum | E | A | I |
| Financial management experience | Budgeting, keeping financial records | E | A | I |
| Local Government knowledge | Some knowledge of Local Government organisation and  operation | E | A | I |
| Certificate in Local Council Administration (CILCA) | Or willingness to work towards achieving this. | D | A | I |
| **Skills:** |  |  |  |  |
| Computer skills | Word- processing, spreadsheets, internet, website, social media, email etc. | E | A | I |
| Staff Management | Staff  management experience | E | A | I |
| Excellent written communication | Experience of servicing meetings, writing reports, letters and minutes | E | A | I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Oral communication skills | Excellent public facing and telephone manner | E | A | I |
| People skills | Experience of dealing with the public / difficult people | D | A | I |
| Customer service skills | Experience of providing excellent customer services | D | A | I |
| Problem-solving skills | Initiative to solve problems | D | A | I |
| **Attitudes:** |  |  |  |  |
| Positive, can-do attitude | Seeks solutions, responds positively, deals with negativity | E | A | I |
| Can work on own initiative | Undertake research, provide advice, contribute to ideas | E | A | I |
| Able to work under pressure | Organised and  able to meet deadlines | E | A | I |
| Flexibility | Able to service evening meetings /  weekend functions | E | A | I |
| Team player | Able to work well with others | E | A | I |
| **DESIRABLE** |  |  |  |  |
| **Knowledge/qualifications:** |  |  |  |  |
|  |  |  |  |  |
| Parish Council knowledge | Has worked for a Parish Council | D | A | I |
| Holds a relevant qualification | e.g., CILCA, Cert HE in Community Governance | D | A | I |
| Financial management | Experience of reading and  Presenting  Management  Account’s | E | A | I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial Qualifications | Qualification in AAT or ACCA.  SAGE Payroll (including RTI submissions)  Familiar with Scribe Accounts | D D  D | A A  A | I I  I |
| Local Government knowledge | Knowledge of Local Government Acts, GDPR, Freedom of Information,  Employment Law etc. | E | A | I |
| Local Knowledge | Knowledge of the main issues affecting the area | D | A | I |
|  |  |  |  |  |
| **Skills:** |  |  |  |  |
| Community Engagement | Experience of supporting communities,  undertaking surveys | D | A | I |
| Computer Skills | Website management, social media | E | A | I |
| Creative ability | Able to contribute to the design of newsletters / posters etc. | D | A | I |
| Presentation skills | Able to use equipment and speak confidently in  public | D | A | I |
|  |  |  |  |  |
| **Other:** |  |  |  |  |
| Car driver | Has vehicle available for business use | E | A | I |

**EAST PECKHAM PARISH COUNCIL**

**Job Application Form for the post of Assistant Clerk**

# Personal Details

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title/preferred form of address Mr/Mrs/Miss/Ms/Other (please give details) | | | | | | | | | | |
| Last Name: | | | | | | | | | | First Name: |
| Address:  Town:  Postcode: | | | | | | | | | | Home Phone: |
| Work Phone: |
| Mobile: |
| Email: |
| National Insurance Number: |  |  |  |  |  |  |  |  |  |  |

**Education & Qualifications**

Please give details of any education received in this country or overseas and any qualifications obtained starting with the most recent first. Please use extra sheets if you need to.

|  |  |  |  |
| --- | --- | --- | --- |
| Names of Schools/Colleges/ Universities attended | Qualification | | Length of study/course |
| Subject | Grade |
|  |  |  |  |

# Other Training

Please give details of any other training you may have had that is relevant to the post you are applying for. Please use extra sheets if you need to.

|  |  |  |
| --- | --- | --- |
| Course Title | Length of course | Qualification (if appropriate) |
|  |  |  |

# Employment History

Please give details of **all** your employers both past and present, including a brief description of the duties you have carried out so we can get an idea of the type of work you have done previously. **Do not forget work experience and voluntary or unpaid work.** Please use extra sheets if you need to.

|  |  |  |
| --- | --- | --- |
| Employer: | | Main duties and responsibilities |
| Address: | |
| Town: | |
| Postcode: | |
| Job Title: | |
| Current Salary/Wage: | |
| Notice Period: | |
| Date employed from: | Date employed to: |
| Reason for leaving: | |

|  |  |  |
| --- | --- | --- |
| Employer: | | Main duties and responsibilities |
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| Postcode: | |
| Job Title: | |
| Current Salary/Wage: | |
| Notice Period: | |
| Date employed from: | Date employed to: |
| Reason for leaving: | |

# Skills and Experience

Please explain how your experience, skills, knowledge, and personal qualities meet the requirements in the Person Specification for the job you are applying for, using examples of how you have used skills, abilities etc, and your achievements. It is not enough just to say that you meet the criteria. Please use extra sheets if you need to.

**References –** you need to provide details of 2 people (not relatives) to act as referees. If you worked before or are currently working, one referee **must** be your present or last employer. References must also cover all employment in the last two years. References will only be taken up if you are successful at the selection stage.

# Referee 1 Referee 2

|  |  |
| --- | --- |
| Name: | Name: |
| Job Title: | Job Title: |
| Address: | Address: |
| Town: | Town: |
| Postcode: | Postcode: |
| Phone: | Phone: |
| Email: | Email: |
| Type of Reference:  Employer Academic Personal | Type of Reference:  Employer Academic Personal |

**Criminal Convictions**

Having a criminal conviction will not necessarily bar you from working with us.

Generally, you will only be asked to disclose any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. However, certain posts are exempt from the Act and require that you disclose any conviction, caution or binding over including those that are considered spent under the Act. If the post you are applying for requires such a disclosure this will be indicated in the Person Specification.

**Have you ever been convicted, cautioned, or bound over, or are you waiting to hear about a criminal conviction which is not considered spent?** Yes/No

If you have answered ‘Yes’, please give details of any UNSPENT convictions or cautions you may have.

# Eligibility to work in the UK

Nationals from the European Economic Area (EEA) or Switzerland, or non-EEA nationals who hold a valid UK visa or residence permit are eligible to work in the UK (although some restrictions may apply).

**Are you eligible to work in the UK?** Yes/No

# Further Information

**Do you have a current driving licence?** We only need this information if the Person Specification requires you to hold a driving licence. Yes/No

**Do you consider yourself to be disabled?** We need this information as all disabled applicants who meet the essential shortlisting criteria requirements are guaranteed an interview. Yes/No

**To help us support you through the recruitment process, please tell us below if you require any adjustments to our processes related to a disability, for example access to translation or interpretation facilities such as sign language, Braille or large print, or submission of a DVD application**

**Where did you find out about this job?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| KCC Website |  | KALC Website |  | KALC Circulars |  |
| East Peckham PC Website |  | East Peckham PC noticeboard |  | Job Finder |  |
| SLCC Website |  | LINKS Bulletin |  | Word of mouth |  |
| Other |  |  |  |  |  |

**How would you prefer to be contacted in relation to this job application?** Communication by email is faster but if you do not have a regularly access email account then contact by letter would probably be more appropriate for you. Any letters or emails generated by us will be sent to the addresses submitted as part of your registration.

Email/Letter

**Please provide us of any further information that might be relevant to the selection stage, such as any days or dates when you are not available within the next 2 months.**

**Are you related to any Member of East Peckham Parish Council?** Yes/No

If ‘Yes’ please give details below

|  |  |
| --- | --- |
| Name of Person to whom you are related: | Relationship to you: |

**DECLARATION**

As far as I know, the information I have given is true and complete. I authorise East Peckham Parish Council to check any/all information I have supplied with any other agencies including local authorities and the Benefits Agency.

I understand that making a false declaration or any impropriety may lead to the withdrawal of any job offer made to me, or if employed may result in disciplinary action including dismissal.

I agree to you storing and using the information I have given in this application form for the above purposes.

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form within the Parish Council for prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

By signing below, you are agreeing to the above statements.

Signature: Date:

# Equal Opportunities Monitoring

We have a legal duty to promote equality. This applies to everything we do both as an employer and provider of services. We also have a duty to ensure that minority groups are not excluded from our recruitment process. We want to make sure that our equal opportunities policy is working and also find out how well our recruitment process works. To help us with this we need to ask you a few questions.

Please note: The shortlisting and interview panel will not see any of this information as it is used for monitoring purposes only.

**Gender:** Male/Female **Date of Birth:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

**Are you disabled or do you have a long term limiting illness or condition?** Yes/No

**If ‘yes’ please indicate which best describes your disability/condition**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Physical or mobility impairment |  | Sensory impairment |  | Mental Health Condition |  |
| Learning disability/difficulty or cognitive impairment |  | Long standing illness or health condition |  | Other |  |

**Ethnic origin**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White - British |  | White - Irish |  | White - any other white background |  |
| Asian/Asian British –  Indian |  | Asian/Asian British – Pakistani |  | Asian/Asian British – Bangladeshi |  |
| Asian/Asian British –  Kashmiri |  | Asian/Asian British – any other Asian Background |  | Black or Black British – African |  |
| Black or Black British –  Caribbean |  | Black or Black British – any other Black background |  | Multiple Heritage – Black Caribbean and White |  |
| Multiple Heritage – Black African and White |  | Multiple Heritage – Asian and White |  | Multiple Heritage – Other Multiple Heritage |  |
| Chinese or Yemeni –  Chinese |  | Chinese or Yemeni – Yemeni |  | Gypsy or Traveller – Gypsy/Roma |  |
| Gypsy or Traveller – Irish Traveller |  | Gypsy or Traveller – Any other Gypsy or Traveller Background |  | Any other ethnic Background |  |

**Religion/Belief**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhism |  | Christianity |  | Hinduism |  |
| Humanism |  | Islam |  | Judaism |  |
| Sikhism |  | Other |  | None |  |

**Sexual Orientation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual/straight |  | Bisexual |  | Gay/Lesbian |  |
| Prefer not to say |  |  | | | |

**Are you a Carer?** A Carer is someone who looks after a partner, relative or friend who is an older person, or has a disability or long-term illness. The Carer may or may not live in the same household. Yes/No