

# Waterbeach Parish Council



## **APPOINTMENT OF DEPUTY CLERK AND RESPONSIBLE FINANCIAL OFFICER**

### **RECRUITMENT INFORMATION PACK**

# Waterbeach Parish Council



## INTRODUCTION

Thank you for responding to the Parish Council's recent advertisement for this post.

We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows: -

- ✚ Role of the Deputy Clerk/Responsible Financial Officer
- ✚ Job advertisement
- ✚ Job description
- ✚ Person specification
- ✚ Key terms and conditions of employment
- ✚ Application and selection process.
- ✚ Application Form (*page 14*)

If you would like to apply, please complete the attached application form (CVs will not be accepted) and submit it by email or post by **5.00pm on Friday 13th June 2025** to the email address at bottom of this page.

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, please email or call the Locum Clerk to the Council, Ms K Palmer on the details below.

If because of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending an interview, please let us know.

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Contact: Ms K Palmer, Locum Clerk to Waterbeach Parish Council

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

Telephone: 01223 441338

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The Deputy Clerk/Responsible Finance Officer (RFO) supports the Clerk to the Council. Parish Councils are part of Local Government. In Cambridgeshire we currently have four tiers of Local Government; The Cambridgeshire & Peterborough Combined Authority Directly Elected Mayor, Cambridgeshire County Council, South Cambridgeshire District Council and Parish Councils.

## **What does the Deputy Clerk/RFO do?**

Main duties of the job can be summarised as follows:

- ✚ Support the Clerk in ensuring the Council conducts its business lawfully
- ✚ Administer Council paperwork in conjunction with the Clerk
- ✚ Ensure committee meeting papers are prepared, compliant, issued to members and publicised within the legal time frame
- ✚ Clerk two of the Council's Committee Meetings
- ✚ Assist the Clerk with managing the provision of Council services
- ✚ Overseeing projects as directed by the Clerk
- ✚ Manage the legal administration relating to the Cemetery ensuring the Council is compliant, in conjunction with the Grounds and Maintenance Manager
- ✚ Communicate and promote the Council services and facilities via social media
- ✚ Keep the Council's website up-to-date and enhance it wherever possible
- ✚ Work with the Clerk to set and prepare the annual budget for Council to consider under the Responsible Financial Officer's responsibility.
- ✚ Effectively manage the income and expenditure of budgets under the Responsible Financial Officer's responsibility.
- ✚ Authorise and process payments in accordance with the Council's Financial Regulations and Internal Financial Controls.
- ✚ Maintain the Council's S106 register

The key duties and responsibilities to be undertaken are detailed in the Job Description included in this pack.

## **Skills and attributes needed**

The Deputy Clerk/RFO must have confidence to handle an administrative workload that is variable, interested and at times, pressured. They must be highly organised, IT confident, have excellent communication skills and be able to manage many responsibilities at once.

The key attributes required are detailed in the person specification included in this Pack but underwriting these qualities is a strong sense of community and making a difference where they can.

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## **Information about Waterbeach Parish Council**

Information about the Parish Council can be viewed on the Parish website and we encourage applicants to take time to view it. Please also take time to read the Council's meeting Minutes for the previous 12 months to get further context of the role

**Salary Scale: LC2, SCP25-29 subject to experience and qualifications, plus Pension**

## **Job Advertisement**

Waterbeach Parish Council is seeking to appoint a forward thinking and proactive Deputy Clerk/RFO to support the Council's operations. The Deputy Clerk/RFO will have responsibility for supporting and, at times, deputising, for the Clerk to the Council, in ensuring the instructions of the Council are carried out and will work actively with staff and elected members to help develop existing services.

The Deputy Clerk will also serve as the Council's Responsible Financial Officer and manage the legal and financial demands of that role with integrity and transparency.

Applicants must be able to demonstrate they have relevant experience with a track record of service in Parish Councils or Local Government, demonstrable commitment to public service, be motivated, community focused, and possess sound communication, IT and organisational skills.

Candidates should have a solid knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is desirable but the right candidate would commence this qualification while in post within 12 months of appointment. Candidates should have evidence of accounting experience and an accounting qualification is highly desirable.

Attendance at monthly evening meetings and quarterly Finance Committee meetings and occasional events will be required.

Waterbeach Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

**Closing date for the receipt of applications:**

**5.00pm on Friday 13th June 2025**

**Interviews will be held shortly after.**

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## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Deputy Clerk/RFO to Waterbeach Parish Council</b>
<b>GRADE:</b>	<b>Salary Scale within LC2, SCP25-29 (subject to experience and qualifications)</b>
<b>PURPOSE OF JOB:</b>	<b>The post holder will be responsible to the Clerk and carry out some statutory and delegated functions of the Council. The post holder will, when necessary, prepare for and administer meetings of Council Committees, record decisions and implement these within a framework agreed by the Clerk and Committees, ensuring they are lawful.</b>
<b>ORGANISATIONAL</b>	<b>The post does not have line management responsibility but will assume responsibility for all staff when deputising for the Clerk to the Council.</b>
<b>RELATIONSHIPS:</b>	<b>There will be regular contact with Staff, Members of the Council and District and County Representatives.</b>
<b>EXTERNAL</b>	<b>The post holder will have regular contact with suppliers of the Council, local community groups, representatives and stakeholders and members of the public.</b>

## **DUTIES AND RESPONSIBILITIES**

1. To support the Clerk in their statutory and delegated functions and take on some responsibility for the Council's assets and facilities.
2. To provide advice and support to the Planning, Finance and Recreation Users Committees, ensuring decisions are lawful.
3. To prepare agendas, minutes and reports for Council Committee meetings.
4. To communicate and promote meetings, activities, and events of the Council with Members, partners, stakeholders, and members of the public via the Council's social media pages, website and public notice boards.
5. To work with the Assistant Clerk, Grounds & Maintenance Manager and Assistant Groundsman in the delivery of Council services and the safe use of Council assets.

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6. To manage and ensure all promotional material relating to the business of the Council is updated and maintained in accordance with its policies and branding.
7. To assist the Clerk with developing and implementing aims and projects and to support the activities and objectives of the Council.
8. To assist the Clerk and Grounds & Maintenance Manager in ensuring the efficient running of the Council office, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
9. In conjunction with the Clerk, set and prepare the annual budget to present to the Finance Committee and Full Council.
10. To manage the income and expenditure of budgets in conjunction with the Clerk and the Finance Committee.
11. To authorise and process payments, when necessary, in accordance with the Council's Financial Regulations and Internal Financial Controls.
12. To receive correspondence and documents on behalf of the Council and where necessary, bring items to the attention of the Clerk.
13. To deal with residents of the parish on a variety of issues in person, by telephone, letter, and/or email.
14. To attend training courses as required to adhere to the Council's commitment to Health and Safety and current legislation and regulations.
15. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring councils, and the voluntary sector to enhance Waterbeach parish as a positive place to live, work and visit.
16. In conjunction with the Grounds & Maintenance Manager to be responsible for the proper care, maintenance, and security of all Cemetery records, whether computerised or manual, to ensure compliance with requirements of the ICCM, Council policies and Health & Safety.
17. To manage requests from funeral directors, stone masons, grave diggers and grieving relatives.

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18. To assist with and complete grant applications to secure external funding when necessary. To manage grant applications to the Council on a 6-monthly basis.
19. To manage Community Engagement projects such as consultations, surveys, public exhibitions, etc.
20. To manage the Parish Council's archives and ensure all paperwork and records are kept in line with the Council's Retention Policy.
21. To assist in any other matter relating to the business of the Council as may be determined from time to time.

The post holder will be required to undertake an annual appraisal in accordance with the Parish Council's aims and objectives.

This Job Description is not exhaustive and may be subject to review as the Council directs.

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## DEPUTY PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

### PERSON SPECIFICATION

		Essential	Desirable
<b>1. Experience</b>	<ul style="list-style-type: none"> <li>Working knowledge of Parish Councils or other committees</li> <li>Relevant management experience</li> <li>Providing advice and guidance on policy and strategic objectives</li> <li>Financial management</li> <li>Health and safety policies and practice</li> </ul>	    ✓	 ✓  ✓  ✓  ✓
<b>2. Qualifications</b>	<ul style="list-style-type: none"> <li>The Certificate in Local Council Administration (CiLCA), or commence within 12 months of appointment.</li> <li>Accounting Qualification</li> </ul>	✓	✓
<b>3. Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of financial and staffing resources</li> <li>Understanding of facilities and council assets</li> <li>Understanding of local government issues</li> <li>Understanding of process of change management</li> <li>Sound knowledge of administrative procedures</li> <li>Understanding of events management</li> </ul>	 ✓    ✓	  ✓ ✓ ✓  ✓
<b>4. Skills</b>	<ul style="list-style-type: none"> <li>Demonstrate a good command of the English language</li> <li>Summarise and record debate accurately and concisely and produce accurate meeting minutes</li> <li>Be able to prepare and present reports and information to others in a clear concise and understandable manner</li> <li>Ability to speak clearly and effectively</li> <li>Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals</li> <li>Ability to influence and motivate people</li> <li>Leadership skills that inspire, motivate and develop enthusiasm in staff, councillors and other agencies</li> <li>Sound judgement</li> </ul>	 ✓  ✓  ✓  ✓  ✓  ✓	       ✓  ✓



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	<ul style="list-style-type: none"> <li>• Ability to positively develop partnership working</li> <li>• Project management skills</li> </ul>	✓	✓
<b>5. Organisation</b>	<ul style="list-style-type: none"> <li>• Achieve strict deadlines</li> <li>• Prioritise workloads and set personal deadlines</li> <li>• Exercise judgement confidently</li> <li>• Plan and work efficiently under pressure</li> </ul>	✓ ✓ ✓ ✓	
<b>6. Investigation</b>	<ul style="list-style-type: none"> <li>• Undertake research effectively</li> <li>• Assimilate information clearly and quickly</li> </ul>	✓ ✓	
<b>7. Representation</b>	<ul style="list-style-type: none"> <li>• Represent the Parish Council in many and various ways, including legal, liaison and socially</li> <li>• Exercise tact, diplomacy and discretion</li> <li>• Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies</li> <li>• Be politically impartial, operate with consistency and integrity</li> </ul>	✓ ✓  ✓	✓
<b>8. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Proactive with clear judgement skills</li> <li>• Personal presence, commensurate with the role</li> <li>• Innovative</li> <li>• Sensitive to others</li> <li>• Diplomatic</li> <li>• Self-motivated</li> <li>• Self-reliant</li> <li>• Committed to equal opportunities</li> <li>• Be adaptable and able to respond to changing demands/circumstances</li> <li>• Meet new challenges imaginatively</li> <li>• Be willing to work some unsocial hours (evening meetings, weekend events etc)</li> <li>• The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which reimbursement @ 45p per mile will be made</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

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	<ul style="list-style-type: none"> <li>Professional commitment to public service delivery and outcomes for residents</li> </ul>	✓	
<b>9. Team Member</b>	<ul style="list-style-type: none"> <li>Work effectively in a team environment</li> <li>Establish and maintain a good working relationship with colleagues</li> </ul>	✓ ✓	
<b>10. Local Government Law and Procedures</b>	<p>The candidate must have:</p> <ul style="list-style-type: none"> <li>A full working knowledge of Local Government financial matters</li> <li>Experience in budget preparation and control</li> <li>Experience in establishing and maintaining a satisfactory Internal Audit</li> <li>A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel and Scribe Accounting (training can be provided))</li> <li>Possess a sound background and working knowledge of local government law, procedures, functions and structures</li> <li>Be appropriately qualified</li> <li>Be experienced in the application of best value principles and actions</li> </ul>	✓ ✓ ✓	✓  ✓ ✓ ✓

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## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

### **Salary**

The salary is in the range of LC2, SCP25-29 subject to experience and qualifications.

### **Working Week**

The working week is 37 hours per week based at the Parish Office in Waterbeach. Flexibility can be considered around hours and hybrid working for the right candidate. Overtime could be available during busier times and for events organised.

### **Annual Leave**

22 working days pro rata (increasing by 3 days after 5 year's continuous local government service) plus bank and public holidays.

### **Pension**

You will automatically be enrolled as a member of a Pension Scheme, unless you choose to opt out.

### **Probation**

6-months probationary period.

### **Code of Conduct and Staff Handbook**

Waterbeach Parish Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

### **Pay Method**

Salary is paid on the 28th of the month, by transfer to a bank or building society.

### **Salary Review**

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations, which are effective from 1<sup>st</sup> April.

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## **Work Location**

The usual place of work will be The Old Pavilion, Recreation Ground, Waterbeach Village. Meetings are held in the New or Old Pavilion, Recreation Ground, Waterbeach, CB25 9NJ.

## **Expenses**

Car mileage will be paid @ 45p per mile as set or amended by HMRC.

## **Other Terms**

All staff are required to operate within the Council's code of practice on confidentiality.

## **Notice Period**

After completion of the six months probationary period, you are obliged to give to the Council notice in writing to terminate your employment. The notice period will be on a sliding scale depending on length of service to a maximum of 12 weeks.

Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice that you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years, when thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

## **APPLICATION AND SELECTION PROCESS**

### **Application Procedure**

You should complete the Parish Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills, and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an interview.

**Completed application forms should be received by 5.00pm on Friday 13th June 2025 via email to: [clerk@waterbeach-pc.gov.uk](mailto:clerk@waterbeach-pc.gov.uk).**

**Please head your email: "Confidential - Application for the post of Deputy Parish Clerk".**

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## **Selection Process**

The Council's Interview Panel will prepare a short-list of candidates soon after the closing date. Interviews for shortlisted candidates will be held shortly after. The interview will be structured to assess competence and suitability for the post.

## **Personal References**

References will be requested subject to you being offered and accepting the post.

## **Proof of Eligibility to Reside and Work in UK**

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## **Reference and Legal Checks**

Any relevant legal or reference checks for this job will be carried out, as required. This may include social media searches.

## **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010.

We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form.

The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

## **Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- the candidate has a protected characteristic that is underrepresented in the workforce.
- people with that characteristic suffer a disadvantage connected to that characteristic.

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However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

## **Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

If you have any questions, please do not hesitate to contact the Locum Clerk to the Council.

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**This Recruitment Pack has been prepared on behalf of and agreed with Waterbeach Parish Council but does not form part of any future contract of employment.**