

# DATCHET PARISH COUNCIL

## JOB VACANCY

### Clerk and Responsible Financial Officer (RFO)

Starting salary SCP 29 £35,411 to SCP 36 £42,503  
(pro-rata 24 hours = £22,969 to £27,569)

An exciting opportunity has arisen to join Datchet Parish Council, and applications are invited for the post of Clerk and RFO to the Council.

Datchet is a busy village situated just outside the western aspect of the M4 motorway and has a population of approximately 5,500. Datchet comes under the Royal Borough of Windsor and Maidenhead, and is just 3 miles from central Windsor, in Berkshire.

The council consists of 15 members. Parish Council elections are taking place in May 2023.

There is a part time Administration Clerk and a part time Finance Assistant working from the Parish Office.

The Council manages and maintains a significant area of grounds and green spaces including, the Village Greens, a large Recreation Ground with play facilities for all ages, a Green Gym, MUGA and Tennis Courts, a Riverside Park and some other more natural and wild meadow areas. The Council also owns and manages an active Cemetery with a Grade II listed Chapel, and several properties in the village which are rented out or leased to village organisations.

**Hours:** The position is 24 hours per week, primarily based at the parish office but with scope for a degree of homeworking / flexibility. Attendance is required at a minimum of 12 evening meetings per year normally held on the second Monday of the month in Datchet Village Hall 19:00 to 21:00pm, which will form part of the normal working hours.

**Location:** Datchet Parish Council Office

**Salary:** The salary is based on the Society of Local Council Clerks salary scales, starting SCP point 29 - £35,411 per annum and rising to SCP point 36 - £42,503 per annum (pro-rata 24 hours = £22,969 to £27,569), depending on qualifications and experience.

**Holidays:** The holiday allowance is in line with the National Agreement 'Green Book' conditions of service which is 28 working days' paid annual holiday (which include the eight public and bank holidays in England)

**The role:** The Clerk and RFO will be responsible for the proper administration and finances of the Council and to ensure that the statutory, and other, provisions governing or affecting the

running of the Council are observed. The role includes management of staff, premises and facilities, and events management support. The Clerk is expected to advise the Parish Council on, and assist in the formation of policies, and to produce all the information required for effective decision making and implementing all decisions.

**The successful candidate must have:**

- Strong organisational, interpersonal and communication skills
- Good IT skills
- Either have or be prepared to work towards the Certificate in Local Council Administration (CILCA). *Training will be supported.*

Previous experience in local government administration and finance is desirable as is experience relating to the management of project work.

Proof of right to work in the UK and references will be required from the successful applicant.

Details of how to apply, together with a job description listing the key tasks and a person specification can be downloaded from the Parish Council's website at [www.datchetparishcouncil.gov.uk](http://www.datchetparishcouncil.gov.uk)

Closing Date Friday 28<sup>th</sup> April 2023

*We will not share your personal information with anyone outside of Datchet Parish Council  
Our privacy policy is available on the parish council website [www.datchetparishcouncil.gov.uk](http://www.datchetparishcouncil.gov.uk)*