



DATCHET PARISH COUNCIL

JOB VACANCY

Clerk and Responsible Finance Officer (RFO)

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

The position is full time, but consideration will be given to part time (minimum 24 hours per week) hybrid working, a minimum of 3 days per week, with 2 days being office based. 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.

The salary is based on the SLCC salary scales, starting SCP point 29 - £35,411 per annum, depending on qualifications and experience, and rising to SCP point 32 - £38,296 per annum (LC range 2), pro rata. The holiday allowance is in line with the Green Book conditions of service.

Overall Responsibilities. The Clerk and RFO will be responsible for the proper administration of the Council and to ensure that the statutory, and other, provisions governing or affecting the running of the Council are observed. **Previous local government/public sector experience is desirable. An excellent knowledge of local government administration, finance, and cemetery/burial procedures is essential, along with good communication and IT skills. Experience relating to the management of project work and updating websites will be an advantage. Ideally the person will be CiLCA qualified, or working towards gaining this qualification or above.**

The post holder should have their own means of transport, possess excellent Interpersonal skills, and must be able to communicate effectively with Councillors and residents.

Datchet is a busy village situated just outside the western aspect of the M4 motorway, and has a population of approximately five and a half thousand. The council consists of 15 members with Lead and Deputy Lead members rather than committees, supported by small working groups for more detailed discussions. Datchet comes under the Royal Borough of Windsor and Maidenhead, and is just 3 miles from central Windsor, in Berkshire.

There are Lead Members (LM's) for Finance, Grounds, Highways, Properties, Planning, Events and Flooding. The village has a history over several centuries with a Conservation Area and a number of listed buildings. In terms of planning, there are issues relating to the green belt, flooding and traffic. 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, including football at weekends, a Riverside Park facing the Royal Home Park and some other more natural and wild meadow areas at the Willowfields. 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.

Details of how to apply, together with a job description listing the key task and a person specification can be downloaded from the Parish Council's website. www.datchetparishcouncil.gov.uk

Closing Date: 3pm on Friday 6th January 2023

Interviews will take place in January 2023
