

Vacancy for Deputy Town Clerk

Thank you for your interest in the post of Deputy Town Clerk at Stone Town Council.

I have attached a copy of the application form, job description and person specification for the post. Please ring me if you would like to have an informal discussion about any aspects of the role.

We are looking to appoint an enthusiastic, innovative and experienced individual to join our small, dedicated team supporting the Council's 18 elected Councillors. This is a varied and interesting role, with significant interaction with members of the public and Councillors, and an involvement in all areas of the Council's activities.

Strong financial administration skills are essential, as the post's responsibilities include bookkeeping, payroll, accounts receivable and accounts payable using Sage software. The Council currently has an annual turnover of close to £500,000 which must be managed to the high standards expected for public funds. Previous service in the public sector would therefore be an advantage, but is not as important to the Council as the right mix of experience, skills and abilities.

A key aspect of the role will be the confidence and ability to deputise for the (part-time) Town Clerk in their absence, including addressing and advising Councillors at public meetings. The Deputy also supervises the Council's four other employees on a day to day basis.

The application form has been included in three formats – as a fillable pdf form, as a Microsoft Word file and as part of this pdf file. Whichever you choose to complete, it should be returned, together with any supporting papers, by email to clerk@stonetowncouncil.gov.uk to arrive no later than midnight on 16th August 2020. Postal applications will not be accepted, and CVs will not be accepted unless accompanied by a fully completed application form.

Interviews will be held during the week commencing 24th August 2020 and, subject to Government guidelines in force at the time, will be held in person with appropriate safety precautions.

I look forward to receiving your application.



Les Trigg
Town Clerk
5th August 2020

STONE TOWN COUNCIL

JOB DESCRIPTION

Post Title: Deputy Town Clerk

Reporting to: Town Clerk

Salary: LC2 (SCP 30-34) - £27,905-£31,371 per annum (2019-20 rates)

Date: August 2020

Job Purpose

Responsible to the Town Clerk for the day to day administration of the financial affairs of the Town Council, for supporting Town Councillors in undertaking their civic responsibilities and for assisting with any other aspects of the Town Council's work as required.

Supervisory Responsibilities

To supervise on a day to day basis all Council employees except the Town Clerk, to ensure the Council's responsibilities are met.

Duties and Responsibilities

1. To prepare information for producing the Council's annual budget and agreeing the precept.
2. To provide all necessary information for both internal and external auditors in accordance with prevailing legislation and statutory guidance, and to support the preparation of the accounts for presentation to the Council.
3. To maintain all payroll records, prepare and pay monthly salaries for all Town Council Staff and to prepare and submit all information/payments to H.M. Revenue and Customs and Staffordshire County Council Pensions Department.
4. To keep all necessary VAT records and make quarterly claims for the refund of VAT.
5. To prepare and submit returns in respect of charities administered by the Council.
6. To issue sales invoices and receive payments in respect of all the Council's services, issue necessary receipts and maintain the necessary income records.
7. To record the receipt of all purchase invoices, prepare payments, obtain necessary authorisation, and maintain the necessary payment records.
8. On a day to day basis to ensure receipts are banked promptly and to monitor receipts and payments in relation to available resources.

9. To lead on health and safety at work for the Council.
10. To maintain an overview of the Council's trading functions, and ensure that the following activities are undertaken to a high standard:
 - a. Taking bookings and maintaining diaries for the two community centres, raising the necessary invoices and liaising with centre users and the Council's caretakers to ensure the smooth running of the service.
 - b. Administration of the Town Council allotment sites and liaison with the tenants to maintain the service.
 - c. Administration of the Town Market including liaison with traders, ordering the necessary marquees, receiving payments, and raising any relevant invoices.
11. To undertake such other duties and responsibilities as may reasonably be requested by the Town Council including deputising for the Town Clerk or covering the work of other members of staff when necessary.

Please note that the Council keeps the content of all posts under regular review and may change the above responsibilities from time to time.

STONE TOWN COUNCIL

PERSON SPECIFICATION

Post Title: Deputy Town Clerk

Date: August 2020

Competency	Essential	Desirable
Education, professional qualifications and training	<p>High level of literacy and numeracy</p> <p>CiLCA qualified, or prepared to become CiLCA qualified within 2 years of starting in post</p>	<p>5 GCSEs including English and Mathematics (or equivalent)</p> <p>Relevant Level 3 qualification</p> <p>AAT qualified</p>
Abilities: Practical and Intellectual skills	<p>Significant experience in financial administration/accounts and in using computerised accounting and payroll software (preferably Sage)</p> <p>Able to deal confidently and professionally with Councillors, other staff, and members of the public, including addressing Council meetings.</p> <p>Have the confidence to be able to effectively deputise in the absence of the Town Clerk</p> <p>Experience of leading teams and supervising staff.</p> <p>Able to work effectively alone or as part of a team.</p> <p>Computer literate, particularly Microsoft Office and Sage Accounts.</p> <p>An innovator, who seeks continuous improvement.</p> <p>Able to communicate confidently and effectively both orally and in writing</p> <p>Excellent organisational skills</p>	<p>A working knowledge and understanding of local government</p> <p>Experience working in the public sector</p> <p>Experience working in a town or parish council.</p> <p>Experience of dealing with the public</p> <p>Experience in dealing with elected Councillors</p> <p>Knowledge of health and safety at work requirements</p> <p>Experience of managing projects to completion</p>
Circumstances	<p>Willingness to work flexibly, including some evening/weekend work attending Council meetings and events.</p>	<p>Current driving licence</p>

Job Application

Deputy Town Clerk



Applicant Name:

Address:

Daytime telephone no:

Evening telephone no:

Email address:

Previous Employment – Please indicate employer and details of post held with reasons for leaving. Start with your current or most recent employment and work back, explaining any breaks in employment. Continue on a separate sheet if necessary:

Education and training – Please show courses studied, any qualifications received and where you undertook the study. Continue on a separate sheet if necessary:

Other evidence to support your application – Please provide further details to support your application. Continue on a separate sheet if necessary:

Do you hold a current driving licence?

Will you require any particular arrangements when attending an interview? If so, please give details:

References – Please provide details of two referees, one of whom should be your current or most recent employer:

Name:
Address:

Name:
Address:

Telephone:
Email:

Telephone:
Email:

Relationship
To Applicant:

Relationship
To Applicant:

Please note that the Council will not contact referees unless you are asked for interview.

By signing this form, you are confirming that:

- You wish to apply for the named post with Stone Town Council.
- To the best of your knowledge, the information on this form is correct.
- You consent to your named referees being contacted if you are called for interview.
- You understand that this data is being collected for job applicant selection purposes, and consent to the storage of this data by the Council.

Signed:

Name:

Date: