

19th November 2023

Vacancy for Deputy Town Clerk

Thank you for your interest in the above vacancy at Stone Town Council.

Copies of the job description and person specification together with the Council's staffing structure are attached. Please ring me if you would like further information about any aspect of the role.

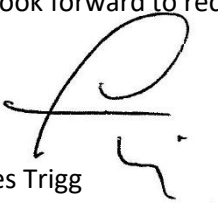
We are looking for an enthusiastic and experienced person to join our small, dedicated Council team as Deputy Town Clerk. The postholder will be responsible for undertaking the Council's day-to-day financial administration, including accounts receivable, accounts payable, payroll and VAT. They will support the Council's 18 elected Councillors, oversee the Council's operational services such as community centres, markets and allotments, and will also be expected to deputise across the whole range of the Council's activities in the absence of the Town Clerk.

This is a varied and interesting role, with significant interaction with members of the public and Councillors. The successful candidate will have had substantial previous experience of financial administration and be confident and credible in dealing with others. Previous service in the public sector would be an advantage but is not essential.

Applications should be made online via the form which can be accessed on the Council's website at www.stonetowncouncil.gov.uk. This online form must be completed in one sitting, as there is no option to save a partially completed form. I have therefore included a pdf form in this pack for reference, so that you are aware in advance of the questions that you will be asked and can prepare accordingly. Please ensure that you do not submit the attached form to the Council, or any other forms of application such as a CV, as only applications submitted online via the Council's website will be considered. If you are unable to complete the online form, please contact me to discuss the best way for you to apply.

The closing date for applications is midnight on 3rd December 2023, and it is expected that interviews will be held during the week commencing 11th December 2023.

I look forward to receiving your application.



Les Trigg
Town Clerk

Salary

LC2 (SCP 30-34) – £33,024-£36,648 per annum

Job Purpose

Responsible to the Town Clerk for:

- The day-to-day administration of the Council's finances, including accounts payable, accounts receivable and payroll.
- Management of the Council's operational services, such as community centres, markets and allotments.
- Supporting Town Councillors in undertaking their civic responsibilities.
- Assisting with any other aspects of the Town Council's work as required.

Supervisory Responsibilities

To supervise on a day-to-day basis the Council's operational, community centre staff, and to supervise all Council staff in the absence of the Town Clerk.

Flexible Working

The post is office based, as part of a small office which is open to the public. Whilst all staff are able to work flexibly on an ad hoc basis for specific purposes, the need to be available to the public and elected Councillors, and to visit sites in Stone at short notice, limits the opportunities for flexible working in this role. A normal, 37 hour working week would be office based, from 9:00am to 5:00pm (4:30pm on Fridays). Some evening and weekend working will also be required to support Council meetings and events, for which time in lieu is given.

Duties and Responsibilities

1. To maintain the Council's accounts under the direction of the Council's Responsible Financial Officer (currently the Town Clerk) including:
 - a. Preparation of information to support the Council's annual budget and precept process.
 - b. Provision of information necessary 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.

2. To issue sales invoices and receive payments in respect of all the Council's services, issue receipts and maintain the income records.
3. To record the receipt of all purchase invoices, prepare payments, obtain necessary authorisations, and maintain the payment records.
4. To ensure that any cash/cheque receipts are banked promptly and to monitor receipts and payments in relation to available resources.
5. To keep all necessary VAT records and make quarterly claims for the refund of VAT.
6. 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.
7. To prepare and submit returns in respect of charities administered by the Council.
8. To lead on health and safety at work for the Council.
9. 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.
10. 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.

Post Title: **Deputy Town Clerk**

Reporting to: **Town Clerk**

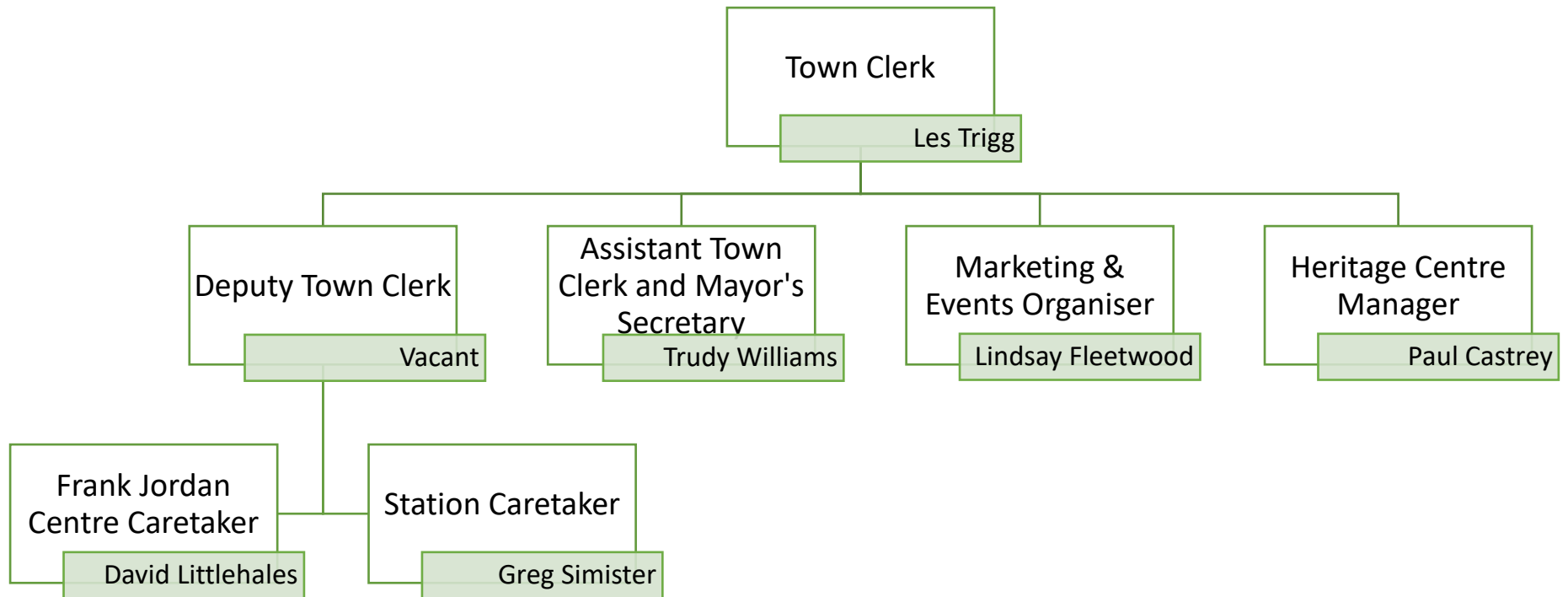
Date: **November 2023**

Person Specification

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

Stone Town Council

Staffing Structure – October 2023





Deputy Town Clerk

Job Application

* Required

Contact Details

1. Full Name *

2. Address *

3. Telephone Number *

4. Email Address *

Career Background

5. Previous Employment – Please give details of all previous employment, indicating each employer and details of posts held with dates and reasons for leaving. Start with your current or most recent employment and work back through all previous jobs, explaining any breaks in employment. *

6. Please confirm that you meet the essential educational requirements for the post. These are:
- 5 GCSEs including English and Mathematics (or equivalent)
 - AAT (or equivalent) qualification or significant accounts experience.
 - CiLCA qualified, or prepared to become CiLCA qualified within 2 years of starting in post *

Yes

No

7. Education and training (essential requirements) – Please provide full details of the essential requirements referred to in the previous question. Please show clearly the courses studied, qualifications obtained and where you undertook the study. *

8. Education and training (desirable and other) – Please show any other courses studied, any qualifications received and where you undertook the study, noting particularly those listed as desirable in the person specification. *

Skills/Experience Related to Post

9. Skills (essential requirements) - Please set out your skills related to the essential elements of this post. In summary, the essential requirements are the ability to work effectively on your own and in a team, the skills to deal professionally with Councillors, other staff and the public, the confidence to deputise effectively for the Town Clerk, computer literacy, the ability to communicate confidently and effectively, and excellent organisational skills. Please set out clearly why you believe that you possess these skills, with examples where appropriate. *

10. Skills (desirable and other) - Please indicate the additional skills that you would bring to this role, beyond those indicated as essential in the previous question. Please set out clearly why you believe that you possess these skills, with examples where appropriate, noting particularly whether you have any of the skills listed as desirable in the person specification. *

11. Experience - Please set out your experience in financial administration, accounts and payroll, and in using computerised accounting and payroll software. *

12. Experience - Please set out your experience in leading teams and supervising staff. *

13. Experience - Please indicate, with examples where appropriate, any other relevant experience that you would bring to this role, noting particularly whether you have any of the experience listed as desirable in the person specification. *

14. Circumstances - This post is office based, as part of a small office which is open to the public. Whilst all staff are able to work flexibly on an ad-hoc basis for specific purposes, the need to be available to the public and elected Councillors, and to visit sites in Stone at short notice, significantly limits the opportunities for flexible/hybrid working on a regular basis. A normal, 37 hour working week would therefore generally require attendance at the Council's offices from 9:00am to 5:00pm weekdays (4:30pm on Fridays). Some evening and weekend working will also be required to support Council meetings and events. Please indicate that you would be both willing and able to undertake the role on this basis, and any limitations that you may have in this respect. *

15. Other evidence to support your application – Please provide any further details to support your application, including your reasons for applying. *

Other Information

16. Do you hold a current UK driving licence *

Yes

No

17. Do you consider yourself to be disabled and, if so, would you require any specific arrangements when attending an interview? Please give details. *

18. Are you authorised to work in the UK? *

Yes

No

19. Is there any other information that you would like to pass on to the selection panel (e.g., dates when you may be unavailable for interview)?

20. Please list two people that we can approach for references who are not related to you, one of which should be your current or most recent employer. Their name, address, phone number, email, and details of their relationship to you should be provided. Please note that the Council will not contact referees unless you are selected for interview.

*

21. Where did you see this post advertised? *

Submission

By submitting this form, you are confirming that:

- You wish to apply for the named post with Stone Town Council.
- You have compiled and completed this application personally, and without the use of AI aids such as ChatGPT.
- To the best of your knowledge, the information on this form is complete and correct.
- You consent to your named referees being contacted if you are selected 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 in accordance with its privacy policy, which can be viewed at www.stonetowncouncil.gov.uk.
- You understand that any attempt to knowingly mislead the Council within the application process may result in disqualification of your application or, if appointed, dismissal on the grounds of gross misconduct.

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