**Town Clerk & Responsible Financial Officer**



**Eton Town Council**

Appointment of

Town Clerk

&

Responsible Financial Officer

Candidate Information Pack

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Recruitment of Town Clerk & Responsible Financial Officer

Salary Scale LC2 range 24-32 (depending upon experience and qualifications)

**Advertisement**

Job title: TownClerk and Responsible Financial Officer

Organisation: Eton Town Council

Hours: 26.5 hours per week (with additional time as required)

Hours of work: Monday to Friday 5 hours per day with 1.5 hours per week paid for attending two evening meetings per month

Salary: £33,024 - £40,221 (SCP 24-32) pro rata, depending on experience

Application deadline: applications considered on receipt

**Summary**

Eton Town Council is seeking to appoint an innovative, forward thinking, and proactive Town Clerk & RFO to continue to drive the Council forwards. The Town Clerk & RFO will have responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to develop services.

The Town Council has undertaken a number of projects and improvements locally and continues, as a part of its vision for the council, to drive an ambitious programme of growth, with aspirations to ensure the very best services and facilities are provided for its residents and visitors.

The Town Clerk & RFO will have a key role in delivering the aims and objectives of the Town Council. The post holder will be the Proper Officer of the Council, with all the responsibilities that go with that critical and prestigious role.

Applicants must be able to demonstrate that they have relevant experience – a track record of people management and development, experience of managing budgets and financial issues, service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

It is preferable that Candidates will have a level of local government experience and knowledge, though this in itself will not automatically disqualify any outstanding candidate who applies. A Certificate in Local Council Administration (CiLCA) qualification is required as a minimum, or a commitment to attain at the earliest possible time after appointment.

The position is based at the Town Council Offices in Eton, and contracted hours will be 26.5 per week, including evening meetings with additional time as required.

The Town Council comprises 14 elected members(7 for the Eton ward and 7 for the Eton Wick ward), who are elected for a four-year term. The last elections were held in May 2023. Town Council meetings are usually held on the second Thursday of the month.

The application pack is on our website at [www.etontowncouncil.gov.uk](http://www.etontowncouncil.gov.uk). To arrange an informal discussion about the post email: clerk@etontowncouncil.gov.uk

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

**Job Description**

**Job Title:** Town Clerk & Responsible Financial Officer

**Accountable to**: The Council as a corporate body.

**Objective:** The Town Council strives to provide the community of Eton & Eton Wick with good quality services and to maintain these services to a high standard. The Town Clerk will ensure the delivery of these services.

**Job Summary:** To actively promote and implement the Council’s policies and act as the Council’s proper officer and responsible finance officer to ensure that the administration and management of the council’s affairs, projects and functions are carried out effectively and in accordance with statutory and other provisions. The Town Clerk is responsible for policy and legal advice to the Council, for the efficient financial administration of the Council and for supporting the administration and management of the Council’s services, forward planning, projects, and affairs.

**Main Duties and Responsibilities:**

1. To undertake duties as the Council’s proper officer and responsible finance officer.
2. To ensure compliance with legal, statutory, and other provisions governing or affecting the running of the Council are complied with.
3. Preparation of agendas for meetings of the Council, committees, sub-committees of the council and the Annual Meeting.
4. Attendance at meetings of the Council, committees, sub-committees of the council and the Annual Meeting or ensuring adequate cover for the meetings is provided.
5. Preparation of minutes and reports of the Council, committees, sub-committees of the Council and the Annual Meeting.
6. Execution of all Council and committee decisions.
7. To monitor the implemented policies of the Council ensuring that they are achieving expected results and, where appropriate, suggest modification.
8. To ensure that all matters relating to the functions of the Council are carried out.
9. To advise and assist the Council in making effective, legal decisions.
10. Compliance with all statutory requirements for the safe custody of all documents, deeds, records, and burial registers.
11. Responsibility for the Council’s health and safety and equal opportunities policy and for updating the policies as required.
12. Day to day management of the Council Offices.
13. To ensure that all requirements of employment legislation are adhered to and to be responsible for all aspects of the management and employment of staff, including recruitment, dismissal and monitoring of performance, training and development by regular appraisal and otherwise.
14. Preparation of the annual budget for submission to the Council and the annual accounts in accordance with financial regulations.
15. Management of financial records including PAYE, VAT & online banking.
16. Monitoring and control of budgets for appropriate committees and projects.
17. Responsibility for all contracts and for ensuring that they comply with standing orders.
18. Maintenance and management of all insurance policies in accordance with the register of the council’s property, functions, and activities, ensuring the council is adequately insured at all times.
19. Actively promote and support all the activities and policies of the council.
20. Management, monitoring and control of town council facilities, service agreements and any partnerships entered into by them.
21. Ensuring that any licensing requirements relating to town council facilities are complied with at all times.
22. Liaising and representing the Council with the public, other public bodies and organisations.
23. Overseeing the communications, publications, and consultations of the Council.
24. Ensuring effective relationships with the media and taking responsibility for issuing press reports in consultation with the Mayor.
25. To be the Council’s lead officer for future projects and preparing the Council’s forward planning strategy.
26. To attend training courses on the work and role of the clerk as required by the Council.
27. To deal with any other matters as may reasonably be required by the Council.

Working Relationship: Close working relationships will be maintained with members of Council, other councils, and statutory and non-statutory groups.

This job description is not exhaustive and may be subject to review as the council may direct.

**Person Specification - Town Clerk and Responsible Financial Officer**

|  |  |
| --- | --- |
| **Essential Knowledge and Skills**  | **Desirable Knowledge and Skills**  |
| Experience and knowledge of Local Councils and Local Government  |  |
| Considerable experience and/or knowledge of Local Councils with an appreciation of the role and strategic importance of local councils within Local Government  | Considerable direct experience working at a senior level within a Town or Parish Council  |
| A demonstrable commitment to public service and an ability to deliver appropriately within the current public service environment  |  |
| Experience and knowledge of working in a similar working environment  |   |
| Relevant work experience demonstrating the ability to work in a small organisation delivering a broad range of significant and successful outcomes  | Relevant work in a similar organisation linked directly to providing community services or assets  |
| Credibility and experience in delivering compliance work with successful implementation of risk management frameworks  | Experience as a Proper Officer (or similar) or as the person responsible for legal compliance in an organisation  |
| Credibility and experience of successful asset management  | Experience adopting and transforming a significant portfolio of assets  |
| Track record of successfully introducing and managing organisational change  | Experience of managing through to implementation a broad range of new services and assets  |
| Experience of managing successful projects  | Experience of project management in constructing and bringing into operation community facilities  |
| Qualifications or equivalent experience needed for credibility within this senior position  | Significant qualifications and experience demonstrating high level legal and strategic thinking and other relevant competencies  |
| A willingness to undertake any necessary training to gain a greater understanding of relevant legal and procedural issues  |   |
| The Certificate of Higher Education in Community Governance or The Certificate in Local Council Administration (CiLCA) including the General Power of Competence module or commitment to undertake this as a priority in the first 12 months  |   |
| A broad range of recent and relevant training demonstrating a commitment to learning and development  |   |
| IT Literacy and Communication Skills  |   |
| Demonstrable skills and experience to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person and both formal and informal  |  |
| Strong and proven research and communication skills, in particular public engagement communications, reports, surveys and business and project plans  |   |
| Significant experience working with the media  |   |
| Competent user of standard IT software (Word, Excel, Publisher)  | Familiar with IT software for Local Government finance, payroll, facility bookings, HR management and mapping  |
| A strong appreciation of the value of modern communications  | Direct experience of successfully delivering website and social media content  |
| The ability to provide minutes, agendas, reports and a range of other written material using clear, concise and appropriate English  |   |
| Team Leadership and Organisational Development  |   |
| Significant experience managing and developing senior staff with proven outcomes  |   |
| Demonstrable support to develop the skills and knowledge of non-staff stakeholders  | Significant support to Councillors, Boards, Community Groups or similar  |
| High level ability to identify and secure developmental support of expertise where needed  | Track record of securing appropriate and successful external financial, legal or other expertise  |
| Financial Skills  |   |
| Experience delivering an organisations business and projects efficiently to budget with significant individual authority  | Experience of Local Council finances, being publicly accountable for an organisation’s financial affairs and with significant delegated authority  |
| Familiar with finance reporting using specialist software | Experience of working with the accounting software SCRIBE  |
| Experience of budget setting and management  |   |
| Track record of securing funding and putting together business cases  | Experience of comprehensive responsibility for all stages and aspects of successful project delivery  |
| Efficient manager of resources with excellent risk management skills  |   |
| Track record of competently overseeing and reporting all finance matters  |   |
| Event Management |   |
| Experience of efficient management of events  | Broad experience of delivering events and community-based engagement activities  |

**Eton Town Council**

The town of Eton and the village of Eton Wick are situated directly across the River Thames from the town of Windsor in Royal Berkshire. The word Eton will lead most people to think of the famous Eton College, but the town and village and their surrounding areas also combine to create a thriving local community.

The High Street in Eton supports a variety of businesses, and whilst some relate, at least partly, to the needs of the College, others hold a wider appeal.  The village of Eton Wick enjoys a good range of shops and supports a variety of businesses within its boundaries.

Specific Eton Town Council (ETC) responsibilities are as follows:

* Allotments: ETC is responsible for the allotments at Eton Wick which are sited on land owned by RBWM and leased to ETC. The allotments are managed by Eton Wick Allotment Society.
* Public Buildings: The Council Offices in Eton are leased from RBWM, and the Council Chamber is used by local community groups and businesses. The Sports Hall in Eton Wick is managed by ETC and is available for hire. The Pavilion on South Meadow Lane Recreation Ground is currently closed, pending redevelopment.
* Grants: ETC can consider grant applications from local community groups. Currently, the Council grants funds annually to Eton Wick Village Association, Eton Wick Fireworks Fund and Eton Community Association.
* Litter & Dog Waste: ETC provides litter bins and dog waste bins on the recreation grounds.
* Planning Applications: ETC analyses all planning applications within the parish and makes its recommendations to RBWM Planning. Town councillors seek to obtain the views of local residents ahead of ETC meetings.
* Recreation Grounds & Open Spaces: ETC manages four recreation grounds in the parish at Haywards Mead, Stockdales Road, Bell Lane, and South Meadow Lane, plus the flower beds at Watermans Arms, Jubilee Square, and Baldwins Shore in Eton. Additionally, the beds along Eton Wick Road in Eton Wick.
* Sports: In addition to the Sports Hall, the Council hires the football pitches on South Meadow Lane and Haywards Mead Recreation Grounds to local clubs.
* Play Areas: The Council manages the three play areas on the recreation grounds at Haywards Mead, Stockdales Road, and South Meadow Lane.
* Riparian Responsibilities: The Council maintains the banks of the watercourses in Eton Wick that flow alongside Haywards Mead Recreation Ground and Bell Lane Open Area.
* Benches: The Council owns and maintains benches in the four recreation grounds and Eton Memorial Gardens.
* Trees Maintenance & Biodiversity: The Council seeks to ensure that the large number of trees within the parish are maintained in a safe and healthy condition. Additionally, ETC works with local environmental groups to encourage biodiversity in green areas.
* Liaising with local stakeholders on issues affecting the community.
* Maintaining a watching brief on all roads and open spaces within the parish to check for problems and report accordingly. Each town councillor has responsibility for a specific area.



**Application Form**

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Forename(s): | Surname: |
| Address: Postcode: |
| Telephone: | Mobile: |
| Email: |
|  |
| *Please delete as appropriate:* Do you have a current valid driving licence? YES NO Do you have access to a car? YES NO If you have a driving licence, is it: PROVISIONAL FULL HGV |
|  |
| Details of position applied for: |  |
| How did you learn of this vacancy?  |  |
|  |
| **EXPERIENCE AND OTHER INFORMATION** |
| What skills and personal qualities do you have to enable you to work successfully in this role, relating your experiences, achievements, and abilities to the post. You may add up to 2 further sheets of A4 if you wish. |
|  |
| (EXPERIENCE AND OTHER INFORMATION continued….) |

**EDUCATION DETAILS**

|  |
| --- |
| Please give details of all secondary education including examinations taken (with results). |
| **Schools/Colleges** | **Courses/Exams** | **Qualifications Obtained\*Grade and Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| State any other achievements during education\*: |
|  |
| *\*Please be prepared to provide certificates of pass, etc.* |
| **FURTHER EDUCATION DETAILS** |
| Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.) |
| **University/FE College** | **Courses/Exams** | **Qualifications Obtained\*Grade and Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *\*Please be prepared to provide certificates of pass, etc.* |
| **PROFESSIONAL BODY MEMBERSHIP** |
| Please give details of membership of any professional body, including the grade of membership and award date.  |
|  |
| **TRAINING** |
| Please give details of any courses you have completed which you think are relevant to this post.  |
|  |

**EMPLOYMENT DETAILS**

|  |
| --- |
| Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary.* |
| **CURRENT/LAST EMPLOYER** |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Position(s) held: |
| Salary/Wage: |
| Outline of duties/key achievements:  |
| Notice period: |
| Reason for leaving if role not current: |
|  |
| **PREVIOUS EMPLOYER 1** |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Position(s) held: |
| Salary/Wage: |
| Outline of duties/key achievements:  |
| Reason for leaving: |
| **PREVIOUS EMPLOYER 2** |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Position(s) held: |
| Salary/Wage: |
| Outline of duties/key achievements:  |
| Reason for leaving: |

**REFERENCES**

|  |
| --- |
| Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, one should be your current or most recent employer. References will not be contacted without your agreement.  |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| If you are shortlisted, may we contact your referees before the interview? YES NO*Please delete as appropriate:*  |

**RIGHT TO WORK IN UK**

|  |
| --- |
| Are you legally entitled to work in the UK? *Please delete as appropriate.* YES NO*We will require evidence of this prior to commencing employment.* |

**CRIMINAL RECORD**

|  |
| --- |
| Have you ever been convicted of a criminal offence? *Please delete as appropriate.* YES NO Declaration subject to the Rehabilitation of Offenders Act 1974  |
| **If YES**, please give details:  |

**INTERESTS, HOBBIES AND SPORTS**

|  |
| --- |
| Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.  |
|  |

**HOLIDAY COMMITMENT**

|  |
| --- |
| Please give details of any holiday commitment you have over the next 12 months.  |
|  |

**DATA PROTECTION**

|  |
| --- |
| The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.  |
| Signed: | Date: |

**UNDERTAKING**

|  |
| --- |
| Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.  |
| Signed: | Date: |

Please return this application by email to clerk@etontowncouncil.gov.uk

**EQUAL OPPORTUNITIES MONITORING**

Eton Town Council is striving for workplace equality and to do this collects data on the profile of job applicants and its workforce to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members for monitoring purposes.

The information collected is in line with the descriptions used in the current Census.

**First Name:**

**Last Name:**

**Date of Birth:**

**Post Applied for:**

**Please add a tick in the relevant boxes below**

**Religion Tick Box**

|  |  |
| --- | --- |
| No religion |  |
| Christian (all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |

**Ethnic origin**

|  |  |
| --- | --- |
| White - English / Welsh / Scottish / Northern Irish / British  |  |
| White - Irish |  |
| White - Gypsy or Irish Traveller  |  |
| White - Any other background |  |
| Mixed - White and Black Caribbean  |  |
| Mixed - White and Black African  |  |
| Mixed - White and Asian  |  |
| Mixed - Any other multiple ethnic background |  |
| Asian – British |  |
| Asian - Indian |  |
| Asian - Pakistani  |  |
| Asian - Bangladeshi  |  |
| Asian - Chinese  |  |
| Asian - Any other background |  |
| Black - African  |  |
| Black - Caribbean  |  |
| Black - British  |  |
| Black - Any other background |  |
| Other ethnic group - Arab  |  |
| Other ethnic group - Any other ethnic group |  |
| Prefer not to say |  |

**Nationality**

|  |  |
| --- | --- |
| **See Appendix 1** below and add the relevant nationality |  |

**Sex identifier**

|  |  |
| --- | --- |
| **Descriptions** |  |
| Female |  |
| Male |  |
| Gender fluid/gender queer/non-binary |  |
| Prefer not to say |  |

**Gender reassignment**

|  |  |
| --- | --- |
| Yes - I have gone through, or intend to go through, any part of a process to change my birth sex |  |
| No – I have not gone through, or intend to go through, any part of a process to change my birth sex. |  |
| Prefer not to say |  |

**Sexual orientation**

|  |  |
| --- | --- |
| Heterosexual/straight  |  |
| Gay woman/lesbian |  |
| Gay man |  |
| Bisexual |  |
| Prefer not to say |  |

**Considered to have a disability**

|  |  |
| --- | --- |
| Disabled |  |
| Not disabled |  |
| Prefer not to say |  |
| Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview. |  |

**Marital status**

|  |  |
| --- | --- |
| Civil partnership |  |
| Married |  |
| Separated |  |
| Divorced |  |
| Widowed |  |
| Single |  |
| Prefer not to say |  |

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| Afghanistani | Chilian | Honduran |
| Albanian | Chinese/Tibetan | Hong Kong |
| Algerian | CIS (Commonwealth of Independent States) | Hungarian |
| American | Comoros | Icelandic |
| American Samoa | Congo | Indian |
| Andorran | Costa Rican | Indonesian |
| Angolan | Cote d'lvore | Iranian |
| Anguillan | Croatian | Iraqi |
| Antiguan/Barbudan | Cuban | Irish |
| Argentinian | Cypriot | Isle of Man |
| Armenian | Czech | Israeli |
| Australian | Danish | Italian |
| Austrian | Djibouti | Jamaican |
| Azerbaijani | Dominican | Japanese |
| Bahaman | Dominican Republic | Jordanian |
| Bahrainian | Dutch | Kampuchean |
| Bangladeshi | Ecuador/Galapagos | Kazakhstani |
| Barbadian | Egyptian | Kenyan |
| Belarus | El Salvadorian | Kiribati |
| Belgian | English | Kuwaiti |
| Belize | Equatorial Guinea | Kyrgyz Republic |
| Benin | Eritrean | Kyrgyzstani |
| Bermudan | Estonian | Laos |
| Bhutani | Ethiopian | Latvian |
| Bolivian | Falkland Islands | Lebanese |
| Bosnian | Fijian | Leeward Islander |
| Botswana | Finnish | Lesothan |
| Brazilian | French  | Liberian |
| British (not Channel Islands or IOM) | French Overseas Territories | Libyan |
| British Antarctic Territory | Gabon | Liechtenstein |
| British Indian Ocean Territory | Gambian | Lithuanian |
| British Virgin Islands | Georgian | Luxembourg |
| Brunei | German | Macao |
| Bulgarian | German (East) | Macedonian |
| Burkina-Faso | Ghanan | Madagascan |
| Burma | Gibraltarian | Malawese |
| Burundi | Greek | Malaysian |
| Cameroon | Greenland/Faroe Islands | Maldives |
| Canadian | Grenada | Mali |
| Cape Verde Islands | Guatemalan | Maltese |
| Cayman Islander | Guinea | Marshall Islander |
| Central African Republic | Guinea-Bissau | Mauritanian |
| Chad | Guyanese | Mauritius |
| Channel Islander | Haiti | Mayotte |

|  |  |  |
| --- | --- | --- |
| Mexican | Slovakian | Yemeni |
| Micronesian | Slovenian | Zaire |
| Moldovan | Solomon Islander | Zambian |
| Monaco | Somali | Zimbabwan |
| Mongolian | South African |
| Monserrat | South Georgia & the South Sandwich Islands |
| Moroccan | South Korean |
| Mozambiquan | Spanish |
| Namibian | Sri Lankan |
| Nauru | St Kitts and Nevis |
| Nepalese | St Lucian |
| Netherlands Antilles | St Vincent & the Grenadines |
| New Guinea | Stateless |
| New Zealander | Sudanese |
| Nicaraguan | Surinamese |
| Niger | Swazi |
| Nigeria | Swedish |
| North Korean | Swiss |
| Northern Ireland | Syrian |
| Norwegian | Taiwanese |
| Omani | Tajikistani |
| Pakistani | Tanzania |
| Panamanian | Thai |
| Paraguay | Togan |
| Peruvian | Tongan |
| Philippino | Trinidadian / Tobagan |
| Pitcairn Islander | Tristan de Cunha |
| Polish | Tunisian |
| Portuguese | Turkish |
| Prefer not to say | Turkmenistani |
| Puerto Rican | Turks & Caicos Islands |
| Qatari | Tuvalu |
| Romanian | Ugandan |
| Russian | Ukrainian |
| Rwandan | United Arab Emirates |
| San Marino | Uruguay |
| Sao Tome & Principe | Uzbekistai |
| Saudi Arabian | Vanuatu |
| Scottish | Venezuelan |
| Senegalese | Vietnamese |
| Serbian | Welsh |
| Seychelles | West Indian |
| Sierra Leone | Westem Samoan |
| Singapore | Windward Islander |