

**Council Offices:**

Burnham Park, Windsor Lane

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21st March 2024

**Re: Burnham Parish Council Vacancy – Parish Clerk and Responsible Financial Officer**

Thank you for your interest in this vacancy at Burnham Parish Council. Burnham Parish Council is seeking an experienced, preferably CiLCA qualified, Clerk and Responsible Finance Officer (RFO) to lead its team of dedicated staff, to help the Council in its continuous development, and support its efforts to build a stronger and more vibrant community. This is a full-time position.

The Clerk is the Council's Chief Executive, with overall responsibility for managing the day-to-day operation of the Council's many assets and services; managing all staff; providing legal and procedural advice to the Council; leading on projects for the benefit of the community; managing the Council's budget; and responsibility for the statutory duties of the RFO. The Council has the General Power of Competence.

The successful applicant will be community-focused; have good business acumen; will have strong leadership qualities and so able to inspire and motivate staff; and have the skills to strengthen and maintain good communication networks between staff, councillors, the community, and other organisations. They will be able to help the Council develop strategically, and manage major projects including a neighbourhood plan, and a strategy for its flagship asset, Burnham Park Hall.

The Clerk/RFO will work from the modern council offices in the heart of the village, in the vibrant Burnham Park Hall. We are an equal opportunities employer, support flexible working hours, and are dedicated to supporting our staff in their professional development.

If you would like to apply for this position, please complete the job application form and submit a CV, and a covering letter. The deadline for the receipt of applications is Friday **26<sup>th</sup> April 2024**.

Interviews will take place on Wednesday 8<sup>th</sup> May 2024 and if invited for interview you will be asked to give a 10 min presentation on what you see as the priorities for Burnham Parish Council for the next two to three years.

If you are invited to interview you will be required to bring your passport, and CiLCA pass certificate with you.

For more information, please email [clerk@burnhamparish.gov.uk](mailto:clerk@burnhamparish.gov.uk)

Yours sincerely,

*K A Crowhurst*

Karen Crowhurst  
Locum Parish Clerk

## **About Burnham Parish Council**

The Parish Council represents the thriving community of Burnham, a large village of 13,000 residents, set between Slough and Maidenhead, and including the ancient woodland of Burnham Beeches. It is the largest Parish in South Buckinghamshire, with an annual budget of c. £1m.

The Parish Council has 19 councillors and a team of 15+ staff.

The Parish owns and manages a wide range of assets on behalf of the community. This includes Burnham Park Hall, which opened in late 2010 and provides community and conference facilities. It has c35 acres of land. It owns large playing fields, a pavilion and nature reserve at the George Pitcher Memorial Ground and other parks and playgrounds. It also owns street furniture and local amenities. This vibrant parish holds a wide variety of community events, supports local organisations, and represents the views of the local community on issues such as planning and on local and national consultations. Find out more at: [www.burnhamparish.gov.uk](http://www.burnhamparish.gov.uk)



## JOB DESCRIPTION

<b>Position:</b> Parish Clerk and Responsible Finance Officer	
<b>Reports to:</b> Council	<b>Salary:</b> £55,325pa -£59,418pa (SCP 46 - 49)
<b>Responsible for:</b> All staff (15+)	<b>Hours:</b> Full time (37 hours pw)
<p><b>Overall Responsibilities</b>            The Parish Clerk is the Proper Officer of the Council as required by the Local Government Act 1972 and is required to carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking the specific responsibilities contained in the Council's Standing Order and Financial Regulations. As head of the paid service, the Parish Clerk is required to manage the Council's assets, procedures and staff.</p> <p><b>Strategic responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To assist the Council to develop and implement a strategic vision for the Parish and Burnham Park Hall, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement.</li> <li>2. To review annually the achievement and objectives with the Council, and work with the appropriate committees to develop action plans for delivering short- and medium-term objectives.</li> <li>3. To monitor the implemented policies and objectives of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.</li> </ol> <p><b>Staff responsibilities</b></p> <ol style="list-style-type: none"> <li>4. To assist the Staffing Sub-Committee as required. To manage the staff employed by the Council in keeping with the policies of the Council, and looking after their welfare.</li> <li>5. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.</li> <li>6. To be responsible for performance management, ensuring that staff receive appropriate training to match their responsibilities and duties, in the light of annual appraisals and personal development plans.</li> </ol> <p><b>Statutory responsibilities</b></p> <ol style="list-style-type: none"> <li>7. To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.</li> <li>8. To ensure that the Council's obligations for Risk Assessment are properly met, and to ensure that the Council complies with Health and Safety legislation, and to ensure the safety and wellbeing of those who visit or work in the facilities provided by the Council.</li> </ol>	

9. To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors, and act as adviser to Members on such matters as required.
10. To manage and respond to Freedom of Information and General Data Protection Requirements.

#### **Financial responsibilities**

11. To work with Council to set and monitor the Council's financial budget, ensuring that its financial resources are managed to best deliver the Council's short- and long-term priorities, and ensuring the effective spend of budgeted amounts.
12. To advise the Council on the budget against actual income and expenditure and make recommendations accordingly.
13. To advise on the setting of the precept for each financial year.
14. To seek to ensure that the Council achieves the best possible return on its investment and value for money in all its activities.
15. To ensure that processes are in place to monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
16. To report to the Council on all financial matters in conjunction with the Finance Manager.

#### **Asset Management responsibilities**

17. To oversee the management of the Council's assets, including Burnham Park Hall, the George Pitcher Memorial Ground, Burnham Park, other parks and playgrounds, public conveniences, groundsmen tied accommodation, other properties and land.
18. To maintain the asset register and update at least annually.
19. To manage all leases, licences and other contracts in place on the Council's property.

#### **Business responsibilities**

20. To support staff managing Burnham Park Hall ensuring all legal requirements are met for permanent staff and casual staff.
21. To oversee any Health and Safety matters as well as update and implement relevant policies.
22. To be commercially aware, including knowledge on profit margins, stock control and stakeholder management, ensuring budgetary requirements remain on track.
23. To ensure that there is a good generation of income in order to sustain events and other activities operating from Burnham Park Hall
24. To have a broad understanding of both food hygiene regulations and licencing laws and objectives. To also act as the licensee on behalf of the Parish Council
25. To monitor profitability and operations of all business interests owned and operated by the Parish Council, in conjunction with facility managers. Income in excess of £300k pa above precept.

### **Administrative responsibilities**

26. To ensure that the Council's standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.
27. To coordinate Council and committee meetings with other staff, preparing and circulating, in consultation with appropriate members, agendas and supporting documentation for meetings. To attend all meetings of the Council and all meetings of its committees and to implement its actions.
28. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Council.
29. To recommend the Council to obtain external specialist advice when appropriate and to ensure that the advice is placed before the Council to assist members in making decisions.
30. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
31. To receive correspondence and documents on behalf of the Council, and to deal with the correspondence or documents, and bring such items as are appropriate to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
32. To ensure the proper maintenance and safe custody of all Council records, deeds and documents, including electronic storage where appropriate.
33. To monitor and advise the Council on local planning applications and other consultations.
34. To oversee all external contracts.
35. To be the first point of contact for calls relating to any emergencies for Parish Council business.

### **Communications responsibilities**

36. To act as the representative of the Council as required, including attending meetings with key stakeholders and promoting the Council within the local community to ensure the continued presence of the Council in local affairs
37. To liaise closely with other Councils, in particular Buckinghamshire Council on matters regarding the Parish, and to participate in joint initiatives.
38. To represent the Council to members of the public, and ensure that enquiries are dealt with sensitively and appropriately.
39. To issue press releases about the activities of, or decisions of, the Council, and respond to ad hoc enquiries from the press.
40. To oversee the Council's website and social media accounts.

41. To ensure that relevant information on the Council and other related matters is made widely available to members of the public, including making the best use of technology where appropriate.

42. To maintain the confidentiality of information as appropriate.

**Project Management Responsibilities**

43. To project manage ongoing and emerging initiatives

44. Further the development of the neighbourhood plan.

**Civic responsibilities**

45. To provide support, advice and assistance to the Chairman as appropriate.

**Personal development responsibilities**

46. To undertake training and continuous professional development to develop the necessary professional knowledge required for the efficient management of the affairs of the Council.

**Other responsibilities**

47. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

<b>Person specification</b>		
Education & Training	Desirable	Certificate in Local Council Administration or qualification essential for the Council maintaining the General Power of Competence
		Commitment to continuing professional development
		Educated to graduate level or above
		Other relevant professional qualifications
Management	Essential	Previous experience working as a Town or Parish Clerk
		Experience of recruiting and managing staff and contractors
		Strong leadership qualities, inc. ability to motivate and develop staff
		Ability to prioritise work, set targets, and delegate effectively
		Track record of successful service delivery
		Evidence of successful partnership working
		Experience in creating strategy and policy
Communication	Essential	Excellent oral and written communication skills
		Ability to create good working relationships with other agencies
		Ability to communicate and relate to members, staff, the community, and other stakeholders
	Desirable	Experience of public relations and media handling
IT	Essential	Good IT literacy, including significant experience of Microsoft Office
	Desirable	Experience maintaining websites and social media accounts
		Experience using Sage accounting software and Google Drive
Administration	Essential	Experience of coordinating local authority meetings
		Experience of writing and delivering reports and presentations
		Experience of maintaining council systems and drafting policies and procedures
Law	Essential	Thorough knowledge of local government law
		Experience of Freedom of Information and GDPR
		Knowledge of other statutory duties relating to the work of the Council, including employment, health & safety, and property law
Finance	Essential	Experience of budget setting and financial management
		Ability to interpret, produce and communicate financial reports
		Knowledge of the Council's financial statutory duties

	Desirable	Experience as a Responsible Finance Officer
		Experience managing payroll
Practical	Desirable	Experience in managing parks, playgrounds, and local amenities
		Knowledge of sports turf management
		Experience in running a commercial operation
		Experience of event management and hospitality
Planning	Essential	Knowledge of planning legislation
		Experience of responding to planning applications
	Desirable	Experience handling s106 requests and managing CIL
		Experience of neighbourhood planning or planning policy
Project Management	Essential	Experience of successful project management
		Experience of joint working with external agencies
	Desirable	Track record of successful fundraising
Other	Essential	Experience handling sensitive and confidential information
		Ability to multitask and prioritise work
		Ability to operate impartially in a political environment
		Flexibility to work outside regular office hours
	Desirable	Full driving licence and car owner

**Further details**

The role is full-time, and includes regular evening meetings. The Council has four standing committees that meet on a regular basis. Full Council meetings are held every six weeks. The current timetable of meetings can be viewed on the Councils' web site.

The Parish Council is an equal opportunities employer and committed to good staff welfare, including flexible working arrangements. The Council is also committed to supporting staff professional development.

The Council offers membership of the Local Government Pension Scheme for this position,

The position is based in the modern, air-conditioned Parish Council offices in Burnham Park Hall, in the centre of the community, and close to shops, exercise and recreation facilities, and local amenities. Burnham Park Hall has a thriving programme of events, as well as a café offering a staff discount.

Further information about the Council, is available on its website: [www.burnhamparish.gov.uk](http://www.burnhamparish.gov.uk).