



# Deputy Executive Officer

## (Sandhurst Town Council)

Job Reference: DEO

Closing date: 31/03/26 (23:55 hours)

Assessment / Interview date: To be advised



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# Applying For This Vacancy

Please read the information in this document carefully before you complete your application form.

**You will need to make clear:**

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Person Specification)**

Completion of the online application form is required – this can be downloaded from the website – [www.sandhurst.gov.uk](http://www.sandhurst.gov.uk) and once completed forwarded to the below email address along with a copy of a current CV.

[eo@sandhurst.gov.uk](mailto:eo@sandhurst.gov.uk)

## Any problems?

If you have any problems with your application, please contact [eo@sandhurst.gov.uk](mailto:eo@sandhurst.gov.uk) leaving a telephone number in the message if you would prefer to be contacted by telephone.



Dear Applicant,

Thank you very much for the interest you have shown in this post of Deputy Executive Officer at Sandhurst Town Council.

I hope the information contained within this information pack gives you sufficient background to show that Sandhurst is unique. This is not just because of its geographical location (sharing its borders with Hampshire, Surrey and Berkshire), and not just because of its unique relationship with the world renowned Royal Military Academy Sandhurst, not even just because of our visionary attitude towards progress and excellence. Join all these and add Sandhurst Pride together with the three basic values that we passionately believe in, Respect, Responsibility and Rights, and you have a very powerful mix.

The post that you are applying for is challenging and rewarding, placing you at the heart of all the good work undertaken by Sandhurst Town Council. The successful applicant will need to be a skilled manager of administrative processes and public finances, with the ability to oversee the delivery of high quality services to the public. You will need to use a wide range of leadership and communication skills to manage a busy workload accurately and efficiently, maintaining a customer focused and public interface attitude. You will need to project a professional image and maintain complete integrity to efficiently manage the resources of the Town Council.

We can offer the successful candidate a rewarding and a varied role at the heart of a fantastic community. Good luck with your application, we look forward to hearing from you.

Kind regards,

Angela Carey  
Executive Officer

# Job Summary

## **Main purpose:**

To assist the Executive Officer with all matters relevant to the roles of 'Town Clerk', 'Proper Officer' and 'Responsible Financial Officer' for Sandhurst Town Council and to deputise in these roles when required. To be responsible for the specific functions relating to administration and financial management on a day-to-day basis, but when deputising to ensure that all the functions and decisions of the Town Council as a local authority are carried out.

## **Relationships:**

The Deputy Executive Officer is one of two posts reporting directly to the Executive Officer.

The Deputy Executive Officer works closely with the Executive Officer to ensure the effective and co-ordinated leadership of the staff team and management of the Town Council resources.

The Deputy Executive Officer is the line manager for the roles of Administrator (Full Time), Caretaker (Full Time), Finance Officer (Part-time) and Clean Team Member.

(A diagram of the staff structure is overleaf)

## **Software in regular use:**

Microsoft Office suite, including Word, Excel and Outlook.

Adobe Standard – to edit and collate various files into multiple page pdf documents.

RBS Omega accountancy software, with the Bookings module. (Full training provided if required.)

SANDHURST TOWN COUNCIL  
ORGANISATIONAL CHART

**Executive  
Officer**

**Deputy Executive  
Officer**

**Head Of Grounds**

**Clean Team (P/T)**

**Caretaker**

**Administrator**

**Groundsperson  
(Deputising)**

**Groundsperson  
(x2)**

**Temp Caretaker**

**Groundsperson  
(Seasonal P/T)**

# Full Job Description

## OBJECTIVES

The post-holder is responsible to the Executive Officer and will deputise and assist the Executive Officer in all matters relevant to the role. The Deputy Executive Officer will carry out specific functions of administration, but in the Deputising role is responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out and to advise the Council on, and assist in the formation of, overall policies for all Council activities: in particular to produce all information required to assist the Council to make effective decisions. The post-holder will implement all Council decisions and is accountable to the Executive Officer and Council for the effective management of its resources, reporting to the Executive Officer and Council as required.

## HOURS OF WORK

To work between 0900 hours and 1700 hours Monday to Friday, with one hour per day for unpaid lunch or breaks. (35 hours per week).

To attend and minute meetings on a maximum of four evenings per month.

To cover for the Executive Officer at Council and Committee meetings in the case of holidays, illness and other exceptional circumstances.

To work any necessary additional times needed to fulfil your responsibilities.

## DUTIES

### Policy Advice and Monitoring

To work with the Executive Officer and make a major contribution to the formulation, development, revision, monitoring and review of the Town Council's objectives and its strategies for achieving these.

To undertake research analysis (e.g. policy and resources implications and costs) and to report and advise the Council accordingly.

To make suggestions for the revision and amendment of Council policies and procedures, where these will be beneficial to the town, the administration of the Council and/or the appropriate conduct of Council business.

To study data on activities of the Council and on matters bearing on these activities and making appropriate enquiries.

To monitor the implemented policies of the Council to ensure they are achieving the desired objectives and where appropriate suggest modifications.

To be responsible for the custody of all correspondence and documents concerning the Council.

## **Management and Administration**

To manage resources and activities of the Council to satisfy customer needs and meet any targets set.

To work with and support the Executive Officer in all matters relating to the role and responsibility of Clerkship.

To prepare, in consultation with appropriate Members, agendas, when required for meetings of the Council, its committees, sub-committees, working groups and any other meetings. This includes such responsibilities as assisting in the organisation of Council civic events/meetings and the Annual Town Meeting and, in consultation with the Executive Officer/Mayor, all arrangements in relation thereto. To attend and advise Members at all such meetings as directed by the Executive Officer and to arrange for accurate Minutes of the meeting to be recorded.

To attend and minute meetings on about four meetings per month, as directed by the Executive Officer.

To receive and process correspondence and documents on behalf of the Council and bring such items to the attention of the Executive Officer/Council.

To deputise when required as Proper Officer of the Council and carry out all the functions and responsibilities in relation to that office. To assist the Executive Officer in his/her responsibility as Proper Officer of the Council and to ensure that lawful instructions of the Council in connection with its functions as a Local Authority are undertaken expeditiously.

Contribute proactively to new initiatives and projects and ensuring they are implemented as determined by the Council.

To assist in the management and organisation of community events. This will involve weekend working to attend such events.

Promote customer care, public participation, quality and equality.

Support the Executive Officer and Town Councillors in carrying out their roles.

To establish and maintain in good order all records relating to the Council and its committees (e.g. Minutes, Declarations of Interest, etc) and to comply with all statutory requirements relating thereto.

To ensure, with Members, that the Council fulfils its obligations and responsibilities with regard to Best Value and other Government legislations.

To manage the Council offices, overseeing its cleaning and maintenance and letting of office and other accommodation as appropriate.

To arrange the annual cycle of meetings for approval by Council.

## **Staffing**

To line manage designated staff and to deputise in line management of all staff in the Executive Officers absence.

To advise the Executive Officer and Council on staffing levels and deployment.

To assist in the interviewing and appointment of staff in accordance with Council policies as necessary.

To assist the Executive Officer in the senior management role in respect of the Council's workforce, supervising any other members of staff and undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff and compliance with Health and Safety regulations.

To lead and manage, as necessary, and develop staff setting objectives, reviewing performance and considering training needs and managing absence.

To assist in dealing with grievance and disciplinary matters, reporting to the Personnel Sub-Committee or participating in other meetings as appropriate in accordance with the Council's grievance and disciplinary rules.

To identify, with Members, staff training needs and to be responsible for ensuring that these needs are addressed.

To be responsible to undertaking staff appraisals on an annual basis, in accordance with Council policies.

To pay staff salaries and work related to Pension Scheme administration, liaising with providers.

### **Contracts**

To, when required, be responsible for the drawing up of specifications and contracts. To advise Members on, and appointment, of contractors.

To assist in the monitoring of contracts, ensuring that contract terms and conditions are met and that the contract variations are properly authorised.

To assist in the handling of any contract disputes.

To ensure Best Value.

### **Finance**

To deputise as the Council's Responsible Financial Officer (RFO) (see duties of the RFO attached).

To assist in effectively managing and monitoring the Council's finances and to advise the Executive Officer and Council on all financial matters where applicable and to produce strategies that will meet its declared financial and policy objectives.

To ensure that the Council always adheres to its published Financial Regulations.

To ensure appropriate banking arrangements are in place and to be responsible for maintaining the financial records of the Council and the administration of its finances.

To prepare and produce reports as required by the Executive Officer and Council.

To make appropriate insurance arrangements.

To undertake preparation of statutory and other accounts. To make appropriate arrangements for the annual audit of accounts, liaising as necessary with the External Auditor, Internal Auditor and HM Revenue & Customs.

## **Planning**

To observe and adhere to the planning consultation process adopted by the Council.

## **Mayoral and Civic Related Matters**

To assist the Executive Officer in advising the Council on the developments of the office of Mayor and to assist the incumbent in the performance of his/her public duties.

## **General**

To propose and be responsible for appropriate IT strategies for approval by the Council.

To provide a point of contact for the public, whether on Reception or on the telephone. All visitors, Councillors and staff shall be greeted with courtesy and efficiency.

Liaise as appropriate with the National Association of Local Councils and any other appropriate body for advice and assistance in relation to any Town Council matter as directed by the Executive Officer or Council.

To assist in developing the local profile of the Council and to establish and maintain constructive contact with other local authorities, local community groups, the press and relevant organisations which share the interests of the council for the future well-being and prosperity of the Town.

To represent the Council as required at local multi-agency meetings, public meetings, seminars and other events.

To prepare, during absence of the Executive Officer, in consultation with committee chair or the Mayor, press releases about the activities or decisions of the Council.

To attend regional and national conferences (e.g. the conferences of the National Association of Local Councils, the Society of Local Council Clerks and other relevant bodies) as a representative of the Council, as required.

To act as the Council's competent person for health and safety matters on a day-to-day basis.

Such other duties as the Council may reasonably require from time to time which are reasonably consistent with the duties, grading and character of the post.

Attend training courses in accordance with identified training requirements, which may occasionally be weekend and/or residential, and which will be funded by Sandhurst Town Council.

Be aware of the Council's visions and strategic aims and objectives.

To participate in the Council's performance management processes.

Undertake such duties as may be required which are reasonably consistent with the duties, grading and character of the post and as directed by the Executive Officer.

## **DUTIES OF THE RESPONSIBLE FINANCIAL OFFICER (RFO)**

To prepare financial reports for the Strategy and Policy Committee and/or the Council. These reports will cover budget monitoring, fund balances, receipts, payroll summary, payment of accounts and other relevant current matters.

To prepare draft estimates. When approved by the Council these will form the annual budget monitoring during the year. To report thereon to the relevant Committees at least quarterly.

To collaborate with the Executive Officer to submit the precept to Bracknell Forest Borough Council and supply any break-down requested.

To bank regularly all monies received by the Council.

To ensure that all money due to the Council is billed and collected promptly.

To manage cash flow and bank transfers.

To control payments by bank payment.

To liaise with representatives of any applicable Pension Fund(s) to ensure that accurate information is exchanged and to ensure the overall management of the applicable Pension Scheme(s) is undertaken satisfactorily.

To take overall responsibility for submission of VAT returns and to deal with VAT inspections.

To verify and code (i.e. allocate to expenditure heads) suppliers invoices prior to certification for payment.

To prepare and balance final accounts in accordance with Financial Regulations and report thereon to the Committees and the Council.

To produce accounts and records for external and internal audit in accordance with the Regulations.

To arrange for internal audit material of all aspects of the Council's financial affairs.

To monitor compliance with the Council's Financial Regulations and to ensure correct financial systems are in place.

To manage insurance risks. To process claims as necessary. To report annually to Strategy and Policy Committee or Council on insurance risk covered (Risk Assessment review).

To maintain the Council's register of property and other assets.

Be familiar with financial systems in place (computerised and manual)

# Person Specification

	<b>Competency</b>	<b>Desirable</b>	<b>Essential</b>
1	<b>Qualifications</b>	CiLCA or ability to obtain CiLCA within two years.	Suitable evidence of Educational Qualifications.
2	<b>Experience/knowledge of Local Government</b>	Previous experience of working at a senior level.  Previous experience of Local Authority committees, and preparation of agendas and minutes	An understanding of local authority administration.
3	<b>Administration and Organisational Skills</b>	Evidence of previous project management experience and success.	Evidence of effective office and staff management.
4	<b>Communications</b>	Good oral, written and reporting skills.  Excellent inter-personal skills	Evidence of practical application of communication skills
5	<b>Organisational Leadership</b>	Experience of senior level management and ability to lead, direct and advice.	Evidence of previous good relationships with stakeholders, staff and the public.
6	<b>Sensitivity</b>	Ability to relate to and gain confidence of elected members, local community representatives and outside organisations.  Experience of civic ceremony and/or related duties.	Evidence of ability to build and maintain effective relationships.
7	<b>Financial Management</b>	Evidence of significant financial management. Understanding of budget analysis and process.  Experience of HR Management including Salary and Pension administration.	Evidence of previous experience in this area.
8	<b>Service Management</b>	Evidence of substantial achievement.	Evidence of service/improvement/innovation through personal action / initiatives.
9	<b>Policy and Strategic Management</b>	Recognise opportunities for service provision by the Town Council in line with its objectives.  Ability to advise on policy issues and to contribute to objectives.	Evidence of experience in policy strategy advice/information
10	<b>Performance Management</b>	Ability to develop performance management and appraisal systems for all staff.	Evidence of successful application of quality and performance systems.

<b>11</b>	<b>Flexibility and Responsiveness</b>	Attendance at regular evening meetings and to be available for occasional weekend commitments.	Evidence of adaptability.
<b>12</b>	<b>Information Technology</b>	Knowledge of IT systems available to provide effective and efficient administrative and financial management.	Experience of managing relevant IT systems

## Accommodation

This position is based at the Sandhurst Memorial Park, Yorktown Road, Sandhurst, Berkshire GU47 9BJ. There will also be a business need to visit the Little Sandhurst Community Hall.

There is a large public car park at the Sandhurst Memorial Park which is available free for staff.

Alternatively, there are bus and train services to Sandhurst with short walks to the Memorial Park.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We encourage all employees to take up a variety of learning and development opportunities that are made available. We use a formal appraisal process to identify skills gaps and personal development opportunities.

## Terms and Conditions

The post is offered on local terms and conditions.

The post will be offered as a permanent appointment subject to satisfactory references and medical clearance.

All employees will also be required to undertake a probationary period of 6 months.

Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

The notice period for employer and employee will be nil under 1 month service, 1 week from one month up to the successful completion of probation, 3 weeks from the successful completion of probation up to 2 years of service and 4 weeks for 2 years of service or more.

## Salary

The salary will be subject to experience and qualifications and will be offered within the range £36,925 per annum.

The post is eligible for an annual Performance Award of between 0% and 9% of annual salary.

## Working Hours

Your normal working week will be 35 hours per week, comprising Monday to Friday 9:00am to 5:00pm with a one hour unpaid lunch break each day.

The Deputy Executive Officer will be required to act as Clerk for a maximum four evening meetings per month.

You may be required to work additional hours on occasion, as necessitated by the needs of the Council, for which time off in lieu is given or overtime is paid.

## Holidays

The annual holiday entitlement is 20 days plus bank holidays. Annual holiday entitlement increases with length of service (5 extra days after 5 years continuous service and an extra 2 days after 10 years.)

## Pension

There is a pension scheme available for this post.

## More About Applying

### References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

### Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

### Positive About People With A Disability

We guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

### Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

### Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant may be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

# Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions and cautions, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed:-

Imprisonment of 30 months or over	Must always be notified
Imprisonment of 6 - 30 months	Notify if in last 10 years
Imprisonment of 6 months or less	Notify if in last 7 years
Sentence of Borstal, Youth Custody Centre or Young Offender Institution	Notify if in last 7 years
Fine or Community Service Order	Notify if in last 5 years
Absolute Discharge	Notify if in last 6 months
Probation Order or Conditional Discharge	Notify if in last year (Or until order expires)

To find out more about the recruitment of Ex-Offenders visit <http://www.bracknell-forest.gov.uk/guidance-on-the-recruitment-of-ex-offenders.pdf>