

Sunninghill & Ascot Parish Council is seeking to appoint a Parish Clerk & RFO.

It is anticipated that this will be a full time role (37 hours per week). The council office is currently open in the mornings from Monday to Thursday, therefore hybrid working is expected - working in the office when it is open to the public and from home the remainder of the time.

Remuneration will be NJC scale 37 - 43, depending on qualifications and experience.

Sunninghill & Ascot Parish encompasses the villages of Cheapside, South Ascot, Sunninghill and the larger community of Ascot and North Ascot – approximately 12,000 residents in total. There are 16 councillors and the precept for 2025/26 is £400,000.

The council employs four further, part-time, officers – an Assistant Clerk, a Projects Administrator, an Events & Finance Administrator and an Administrative Assistant.

The council maintains four play parks, two wildlife areas, one cemetery and one set of allotments. Maintenance is carried out by two local companies under contract. Two football pitches are hired out to a local team and a small pavilion is hired out on an ad-hoc basis.

Full council meets seven times per year. There are three committees: Finance & Personnel (meeting four times per year); Leisure & Cultural (meeting five times per year); Planning (meeting monthly – currently clerked by another officer).

A Person Specification is below.

Applications please to Maryann Morgan at: enquiries@s-a-pc.com; closing date 18 April 2025.

Person Specification

Key Criteria	Essential	Desirable
Education and Qualifications	High level of numeracy and literacy.	Degree or equivalent qualification. Holds, or willing to obtain, the Certificate in Local Council Administration (CiLCA) Other relevant, recognized professional qualifications (for example in administration, finance, health & safety).
Competences (Knowledge, abilities, skills, experience)	Ability to manage projects, delivering results to an agreed timescale and within budget. Good oral communication.	Experience of project Management.

	<p>Ability to analyse and communicate complex data, write clear and accurate reports and correspondence.</p> <p>Ability to take clear and accurate minutes of meetings</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p> <p>Experience of leading and developing a small staff team.</p> <p>Ability to manage land, buildings and other resources.</p> <p>Experience of financial management including budget setting and budget monitoring.</p> <p>Proactive and confident in the use of IT, particularly Microsoft Office; but also remote meetings, website management and a range of social media.</p> <p>Ability to build trust and understanding within a complex area or organisation.</p> <p>Interest in community and grass-roots local government.</p>	<p>Experience of Committee administration.</p> <p>A working knowledge of the principles of bookkeeping and ability to use a computer accounting package.</p> <p>Experience of community engagement.</p> <p>A working knowledge and understanding of local government structure and practices.</p>
<p>Other requirements</p>	<p>Willingness to work evenings when Council or committees meet.</p> <p>Willingness to undertake training and take responsibility for own professional development.</p> <p>Able to move around the Parish Council area to attend meetings and engage with residents and others.</p>	