

Person Specification for BTC Assistant Clerk and Finance Officer

Criteria	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • Educated to A level or equivalent, including professional qualifications where appropriate. • Willingness to study for ILCA and undertake training relevant to work. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Qualified Clerk status, or willingness to study for CILCA
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Implementation and operation of effective accounting systems, including bookkeeping, cash management, VAT, payments, online banking, petty cash. • Excellent financial experience and commercial awareness. • Good analytical skills. • General administration skills. • Effective prioritisation skills. • Ability to manage and implement change diplomatically. • Managing meetings within council guidelines and agendas. • Ability to communicate complex and potentially contentious issues to a range of people. • Ability to anticipate future needs as well as deliver on current priorities. • Good use of IT and office software including Microsoft Outlook, Word, Excel, Teams, Zoom, internet, networks, shared drives and document management • Ability to build effective working relationships with Members of council, staff, public and a range of stakeholders. 	<ul style="list-style-type: none"> • Theoretical and/or practical knowledge of the statutory duties of a local council. • Theoretical and/or practical knowledge of local authority Planning. • Theoretical and/or practical knowledge of the financial procedures of a local council. • Knowledge of civic protocols. • Website maintenance. • Social media management. • Mailchimp, Survey monkey or similar.
Experience	<ul style="list-style-type: none"> • Procurement of resources and services within predetermined budgets. • Effective budget management • Implementing solutions to administrative challenges using IT where appropriate. • Managing activities within pre-agreed timescales and deadlines. • Coordinating staff and resources. • Experience of working with the public. • Independent decision making, applying judgement as to when to refer decisions. • Ability to plan own workload 	<ul style="list-style-type: none"> • Previous experience in town/parish/district/county councils.