

## Sleaford Town Council

### TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

#### PERSON SPECIFICATION

ATTRIBUTES	MINIMUM REQUIREMENT	BENEFICIAL	WHERE SHOWN
<p><b>EDUCATIONAL QUALIFICATIONS</b></p> <p>You should be able to show:</p>	<ul style="list-style-type: none"> <li>• Good standard of education including numeracy &amp; literacy.</li> <li>• Possess an appropriate Association of Accounting Technicians (AAT) Certificate or equivalent</li> <li>• You have, or are prepared to obtain within twelve months, CiLCA (Certificate in Local Council Administration)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to graduate level or equivalent</li> <li>• Other appropriate management, administration, or Professional Qualification</li> </ul>	Application form (all attributes)
<p><b>EXPERIENCE</b></p> <p>In your previous and current employment, you should have:</p>	<ul style="list-style-type: none"> <li>• A consistent track record of success in leading, motivating and developing a team</li> <li>• Prioritised work, set targets, achieved positive outcomes, and delegated effectively</li> <li>• Managed a range of activities to deadlines within pre-agreed timescales within changing priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully managed both paper-based and electronic administrative systems</li> <li>• Experience in successful partnership working</li> <li>• Worked as a Town or Parish Clerk or been in a senior position in a principal local authority,</li> <li>• Experience of working within a Local Government environment</li> <li>• Working knowledge of current equality legislation</li> </ul>	In application form and/or in interview (all attributes)
<p><b>MANAGEMENT</b></p> <p>You should have:</p>	<ul style="list-style-type: none"> <li>• Experience of staff management</li> <li>• Evidence of ability to provide leadership to enable, motivate and develop staff</li> <li>• Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to anticipate future needs as well as the ability to deliver on current priorities</li> <li>• The ability to advise on policy issues and contribute to strategic objectives</li> <li>• Experience of delivery and management of events</li> </ul>	In application form and/or in interview (all attributes)

	<ul style="list-style-type: none"> <li>• Evidence of ability to organise and manage resources effectively</li> <li>• Evidence of experience in successful partnership working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing and delivering projects</li> <li>• Evidence of good negotiating skills</li> <li>• Experience of dealing with difficult and confrontational situations.</li> <li>• Knowledge of employment legislation</li> <li>• An awareness of Health and Safety legislation</li> </ul>	
<p><b>FINANCE</b></p> <p>You should have:</p>	<ul style="list-style-type: none"> <li>• Experience of budget setting and financial management</li> <li>• The experience and qualifications to act as the Council's Responsible Finance Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of bidding for external funds</li> <li>• Confidence in dealing with the Council's auditing needs and the legislative requirements for its financial systems and reporting</li> </ul>	In application form and/or in interview (all attributes)
<p><b>COMMUNICATION SKILLS</b></p> <p>You should have:</p>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to and communicate with Councillors, staff, members of the public and external agencies</li> <li>• Ability to provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with social media</li> <li>• Experience of dealing with the press including the production of press releases</li> </ul>	In application form and/or in interview (all attributes)
<p><b>KNOWLEDGE, SKILLS, AND INFORMATION TECHNOLOGY</b></p> <p>You should have:</p>	<ul style="list-style-type: none"> <li>• Experience of using the Microsoft Office package including spreadsheets</li> <li>• Experience in managing data in conformity with the General Data Protection Regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the Adobe Professional package or similar</li> <li>• Project management skills</li> <li>• Effective prioritisation and delegation skills</li> <li>• The ability to understand and interpret legislation relevant to the functions of local government</li> </ul>	In application form and/or in interview (all attributes)

<p><b>MEETINGS AND ADMINISTRATION</b></p> <p>From your previous and current employments, you should have:</p>	<ul style="list-style-type: none"> <li>• Practical experience of servicing committees, report writing and standing orders</li> <li>• General knowledge of the law as it affects Local Council</li> <li>• Knowledge and experience of formal Council meetings, agendas, and minute production</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of civic protocol</li> <li>• Knowledge of local Council legislation</li> <li>• Understanding of planning legislation</li> <li>• Experience of dealing with frontline services</li> <li>• The ability to operate with complete impartiality in a political environment</li> </ul>	<p>In application form and/or in interview (all attributes)</p>
<p><b>OTHER</b></p> <p>You will be expected to:</p>	<ul style="list-style-type: none"> <li>• Work some evenings and weekends as required to attend Council meetings and civic events</li> <li>• Have the willingness and ability to travel when required for the job.</li> <li>• Be committed to equal opportunities, diversity, and community engagement.</li> <li>• Be willing to undergo further training as may be required by the post.</li> </ul>		<p>In application form and/or in interview (all attributes)</p>