**NEWENT TOWN COUNCIL AND BURIAL AUTHORITY**

1st Floor,

Newent Community Centre,

Ross Road,

Newent,

Glos,

GL18 1BD

Tel: 01531 820638

 

**TOWN CLERK AND RESPONSIBLE FINANCE OFFICER**

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualifications and Training | * Minimum of GCSE grades A-C in English or Maths or equivalent
 | * Accountancy qualification
* Membership of professional bodies
* Certificate in Local Council Administration (CiLCA) or be prepared to work towards obtaining it on appointment within 1 year of commencement.
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| Knowledge and Experience | * Knowledge of the law regarding employment, health and safety and data protection.
* Experience of formal committee work, preparing agendas, taking minutes and preparing reports
* Experience of managing a team
* Experience of financial operating procedures to include the preparation and maintenance of budgets, auditing, VAT processes, the payment and recording of invoices and preparation of final accounts
* Experience in managing successful projects
 | * Understanding of local government responsibilities, system and procedures.
* Experience of SAGE payroll software and OMEGA financial software
* Knowledge on Health and Safety law
* Experience in pension provision
* Experience in delivering events and community-based activities
* Experience in Burials administration
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| Skills | * IT literate and proficient in Microsoft Office 365, particularly Word, Excel and Outlook
* Excellent oral and written communication skills including being able to speak in a public forum
* Familiar with digital platforms in particular websites and Facebook
* Excellent administrative and organisation skills, with the ability to multi task and prioritise, set targets, achieve positive outcomes and delegate effectively
* To be able to organise and manage resources effectively
 | * Writing successful funding applications
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| Personal Qualities | * Able to work flexibly
* Resilient and self-motivated with initiative to achieve results in an environment of changing priorities.
* Flexible, pro-active and “hands on” approach to tasks.
* Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.
* Trustworthy with confidential information.
* Ability to demonstrate tact and diplomacy.
* Commitment to the delivery of quality service.
* Proven ability to work as part of a team.
* Ability to develop and maintain good relationships with relevant external bodies.
 | * Ability and enthusiasm to adapt to change.
* Enthusiastic with innovative qualities.
* Business perspective and acumen.
* Sensitivity to working in a political environment.
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