**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**

|  |  |  |
| --- | --- | --- |
| 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. |
| 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 |
| 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 |
| 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. |