**Person Specification: Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)**

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| **Attribute** | **Essential** | **Desirable** |
| Management of people | Line management experience |  |
| Experience | Local government experience at a senior levelFinancial management experience including budget management Experience managing contracts, tenders and agreements | Experience being responsible for Human Resources and staff trainingPurchasing experienceProfessional experience managing projectsExperience managing grants and other funding  |
| Practical Skills | Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council.Ability to understand the legal framework in which the Town Council operatesAbility to manage self and meet targets and deadlines Ability to understand budgets |  |
| Communication | Ability to communicate effectively, orally, in writing and electronicallyAbility to present to diverse audiencesAbility to be articulate and sensitive in potentially controversial situations Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies | Ability to liaise with the press and/or other media bodies in accordance with Town Council policies |
| Personal Qualities | To maintain confidentialityAbility to work under pressureAbility to be diplomatic and tactfulAbility to work co-operatively and effectively as part of a teamTo be approachable and to have good listening skillsTo maintain the reputation of the Town Council |  |
| Strategic Thinking | Ability to think and plan and work strategically and methodically |  |
| Technology / IT Skills | Excellent understanding of IT in order to perform office functions and other requirements of the jobProfessional knowledge of Office packages including Word, Excel and OutlookPrevious experience using finance and administration Systems |  |
| Education and Training | A relevant professional qualification, or experience at a senior level in local governmentCertificate in Local Council Administration (CiLCA) or to be prepared to obtain CiLCA within 12 months | Management or supervisory skills trainingAppropriate finance qualificationEducated to degree level recognised business, finance, legal or administrative qualification |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs |  |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary |  |
| Other relevant factors | Ability to attend Committee meetings which would require working out of normal office hours (evenings) and to attend Town Council functions as requiredTo attend Town Council Civic Events wearing the Town Council Civic Regalia as the Town Clerk on behalf of the Town CouncilDriving licence and vehicle |  |