**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 level  Financial management experience including budget management  Experience managing contracts, tenders and agreements | Experience being responsible for Human Resources and staff training  Purchasing experience  Professional experience managing projects  Experience 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 operates  Ability to manage self and meet targets and deadlines  Ability to understand budgets |  |
| Communication | Ability to communicate effectively, orally, in writing and electronically  Ability to present to diverse audiences  Ability 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 confidentiality  Ability to work under pressure  Ability to be diplomatic and tactful  Ability to work co-operatively  and effectively as part of a team  To be approachable and to have good listening skills  To 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 job  Professional knowledge of Office packages including Word, Excel and Outlook  Previous experience using finance and administration  Systems |  |
| Education and Training | A relevant professional qualification, or experience at a senior level in local government  Certificate in Local Council Administration (CiLCA) or to be prepared to obtain CiLCA within 12 months | Management or supervisory skills training  Appropriate finance qualification  Educated 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 required  To attend Town Council Civic Events wearing the Town Council Civic Regalia as the Town Clerk on behalf of the Town Council  Driving licence and vehicle |  |