**TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO):
PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **1. Educational qualifications** | Good general education with a minimum of 4 GCSE’s to include English and MathsHold a recognised qualification in Local Government Administration - Certificate in Local Council Administration (CiLCA) or above |  |
| **2. Work Experience** | A minimum of 2 years’ experience in a similar role Experienced in the administration of Council meetings and democratic services to members of the CouncilDirect staff management at a senior level and effective team leadership, including a legal understanding and application of personnel procedures Track record of managing own workload under competing and changing priorities and organisational challengesProficient working knowledge of local government legislation, codes of practice, legal, financial and governance regulatory frameworksA developed understanding of and commitment to equal opportunities, diversity and community engagement  | Good knowledge and understanding of Local Government / smaller Council financial managementPublic records managementExperience of servicing working groups or committees Effective skills and experience of securing grant funding and sponsorship for projects |
| **3. Skills/ knowledge and aptitude** | Ability to work effectively within Local Government and the legal framework in which the Town Council operatesExcellent organisational, analytical and administrational skills, can accurately advise, support and constructively communicate with elected members Good working knowledge of Local Government law, with an ability to recognise the legal consequences of actions proposed by elected members Proficient in standard Microsoft Office IT packagesWilling to undertake appropriate training to meet the requirements of the Clerk / RFO roleAble to identify and analyse problems and difficult issues and work with the Council to find effective solutions | A good understanding of the Council planning systemConfident public speakerWorking knowledge of employment legislation An understanding of pensions schemesGood leadership skillsStrong Business Development skills and experience |
| **4. Communication Skills** | Excellent communication skills both written & oral and can demonstrate professional and constructive communication skills with Councillors, members of the public, suppliers and other public & private sector organisationsAbility to deal with a wide range of people in an impartial, diplomatic and professional manner | Experience of creating public newsletters, notices and social media activity |
| **5. Financial Management** | Budget planning, setting and financial control, keeping accounts and generating financial reports using computerised accounting/pay systemsPayroll including HMRC PAYE and related pension contributions experience | Contract managementGood working knowledge of Sage, and Edge accounting software. |
| **6. Motivation** | A proven track record of going above and beyond the basic job requirements to ensure that the Council can operate efficiently, effectively and trouble freeSelf-motivated and able to initiate, respond to and manage change |  |
| **7. Other** | Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation’s strategies and plansFlexible team player with good interpersonal skills who can motivate, promote high levels of commitment and achieve results through others, including external partnersAble to attend evening meetings and demonstrate flexibility around the Council’s requirements when required | Driving licence, car owner and ability to travel |