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

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|  | **Essential** | **Desirable** |
| **1. Educational qualifications** | Good general education with a minimum of 4 GCSE’s to include English and Maths  Hold a recognised qualification in Local Government Administration - Certificate in Local Council Administration (CiLCA) or must obtain it within 12 months. |  |
| **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 Council  Direct 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 challenges  Proficient working knowledge of local government legislation, codes of practice, legal, financial and governance regulatory frameworks  A developed understanding of and commitment to equal opportunities, diversity and community engagement | Good knowledge and understanding of Local Government / smaller Council financial management  Public records management  Experience 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 operates  Excellent 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 packages  Willing to undertake appropriate training to meet the requirements of the Clerk / RFO role  Able to identify and analyse problems and difficult issues and work with the Council to find effective solutions | A good understanding of the Council planning system  Confident public speaker  Working knowledge of employment legislation  An understanding of pensions schemes  Good leadership skills  Strong 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 organisations  Ability 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 systems  Payroll including HMRC PAYE and related pension contributions experience | Contract management  Good 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 free  Self-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 plans  Flexible team player with good interpersonal skills who can motivate, promote high levels of commitment and achieve results through others, including external partners  Able to attend evening meetings and demonstrate flexibility around the Council’s requirements when required | Driving licence, car owner and ability to travel |