

**Elstree and Borehamwood Town Council**

**Person Specification**

**Town Clerk and Responsible Finance Officer**

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|  | **Competency** | **Desirable** | **Essential** |
| **1** | **Qualifications** | CiLCA or ability to obtain CiLCA within two years. | Suitable evidence of Educational Qualifications. |
| **2** | **Experience/knowledge of Local Government** | Evidence of thorough understanding of local Authority administration and the powers available to Parish and Town Councils. | Previous experience Local Authority committees, and preparation of agendas and minutes.  Thorough understanding of local authority administration and the powers available to Town and Parish Councils. |
| **3** | **Administration and Organisational Skills** | Evidence of previous project management experience and success. | Experience of establishing and managing new organisational structures. Evidence of effective office and staff management. |
| **4** | **Communications** | Good oral, written and reporting skills.  Excellent inter-personal skills | Evidence of practical application of these skills |
| **5** | **Organisational Leadership** | Experience of senior level management and ability to lead, direct and advise. | Evidence of previous good working relationships (ideally in local government setting) |
| **6** | **Financial Management** | Evidence of significant financial management. Understanding of budget analysis and process.  Experience of HR Management including Salary and Pension administration. | Evidence of previous experience required. |
| **7** | **Service Management** | Evidence of substantial achievement. | Evidence of service/improvement/innovation through personal action/initiatives. |
| **8** | **Policy and Strategic Management** | Ability to advise on policy issues and to contribute to objectives. | Evidence of experience in policy strategy advice/information |
| **9** | **Performance Management** | Ability to apply performance management and appraisal systems for all staff. | Evidence of successful application of quality and performance systems. |
| **10** | **Flexibility and Responsiveness** | Attendance at regular evening meetings and to be available for occasional weekend commitments. | Evidence of adaptability. |
| **11** | **Information Technology** | Knowledge of IT systems available to provide effective and efficient administrative and financial management. | Experience of managing relevant IT systems |