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Description automatically generated**CRICKLADE TOWN COUNCIL**

**TOWN CLERK AND RESPONSIBLE FINANCE OFFICER**

**PROPOSED PERSON SPECIFICATION**

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|  | **Essential Attributes** | **Desirable Attributes** |
| **Educational Qualifications** | * Evidence of a commitment to continuing professional development. * Certificate in Local Policy or Certificate in Local Council Administration (or a commitment to obtain one of these within 12 months). | * Educated to graduate level or equivalent. * Appropriate management, administration or professional qualification. |
| **Management** | * An ability to provide leadership and delegation to enable, motivate and develop staff. * An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. * A proven track record of successful service delivery. * Proven staff management experience and an ability to organise and manage resources effectively. * Experience in successful partnership working, including with other councils, the commercial and voluntary sectors. * Able to negotiate and influence outcomes. | * Knowledge of current employment legislation. * Previous experience working in a Town or Parish Council or in a managerial position in public service, with a clear focus on community service, partnerships and outcomes. |
| **Communication Skills** | * Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies. * Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. | * Experience of PR and handling media enquiries. |
| **Information**  **Technology** | * Experience and practical ICT skills including in Microsoft Office packages and spreadsheets, Social Media, Website and the Internet. | * Practical experience in an appropriate Accounting package. |
| **Meetings and Administration** | * Practical experience of servicing committees, report writing and Standing Orders. * General knowledge of the law as it affects Local Councils. | * Knowledge of civic protocol. * Understanding of allotments, cemeteries and planning legislation. |
| **Finance** | * Experience of budget setting and financial management. * Ability to interpret financial reports. | * Experience of bidding for external funds. |
| **Other** | * + Willingness to work out of office hours in order to attend Council meetings and Council business. * Ability to operate with complete impartiality in this key public-facing role. * Current driving licence | * Car owner. |