**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.
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| **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.
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| **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.
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|  **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.
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| **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.
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| **Finance** | * Experience of budget setting and financial management.
* Ability to interpret financial reports.
 | * Experience of bidding for external funds.
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| **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.
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