**CHIPPING CAMPDEN TOWN COUNCIL**

**Person Specification:**

**Town Clerk & Responsible Financial Officer [R.F.O.]**

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| **Competency/Attribute**  | **Essential**  | **Desirable**  |
| Education, Professional qualifications and training  | High Level of numeracy and literacy Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent]  Certificate of Local Council Administration (CILCA) [Level 3], or completion within 12 months of appointment   | Achievement of the Certificate of Higher Education in Community Governance: Local Council Management [Level 4]  |
| Abilities: Practical and Intellectual Skills  | Ability to work individually, using own initiative, as well as part of a team.  Experience of staff management including delegation and an ability to motivate and develop staff [provide basic training].  Ability to prioritise work, set and meet deadlines.  Demonstration of excellent organisation skills.  Ability to work co-operatively with Council members.  Ability to follow instructions and procedures.  A good working knowledge of Local Government structures and practices.    Experience of providing administrative support and the advising and servicing of a Council, its committees (including minute taking) and working with members.  A comprehensive knowledge of MS Office [Word, Excel, Publisher & Power Point] and Outlook in the production of Agendas, Papers, Reports, Minutes, Publicity and Financial reports.  Ability to use databases and spread sheets to produce budgets, inventories and other financial  | Experience as a Clerk or Deputy Clerk  Experience of risk management and insurance  Experience of Project Management  Knowledge of website management and social media  Experience of bidding for external funds and grants    |
|  | matters  Ability to use a Financial Package [R.B.S. Software] to invoice, keep accounts, produce financial reports etc.  Ability to use a computerised booking package and diary.  Experience of general office procedures and management including: filing and maintaining office supplies and equipment.  Ability to problem solve.  Ability to recognise legal/political consequence of actions being recommended by Councillors.  Ability to communicate at all levels in the community both orally and in writing, with good presentation skills.  Experience of successfully building, managing and maintaining effective relationships with the public and external organisations.  An Understanding of Planning Legislation.   |  |
| Personal Circumstances  | Willingness to work flexibly as required, attending meetings of the Council, its committees and working parties (normally held in the evenings) and occasional weekend working (events).  An understanding and commitment to the goals of The Council.  Current driving license, own transport, and ability to travel.  |  |
| Equality  | Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities  |   |
| Customer Care  | Knowledge and understanding of effective customer care, especially in confrontational circumstances.  |   |

April 2024