

Person specification: Town Clerk / Responsible Finance Officer

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Local government experience at a senior level</p> <p>Financial management experience including budget management</p> <p>Experience managing contracts, tenders and agreements</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Professional experience managing projects</p> <p>Experience managing grants and other funding</p>
Practical Skills	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council.</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and meet targets and deadlines</p> <p>Ability to understand budgets</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p>	<p>Ability to liaise with the press and/or other media bodies in accordance with Town Council policies</p>

	Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies	
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	Ability to think and plan and work strategically and methodically	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the job</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook</p> <p>Previous experience using finance and administration Systems</p>	
Education and Training	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Certificate in Local Council Administration (CiLCA) or to be prepared to obtain CiLCA within 12 months</p>	<p>Management or supervisory skills training</p> <p>Appropriate finance qualification</p> <p>Educated to degree level recognised business, finance, legal or administrative qualification</p>

Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	
Other relevant factors	<p>Ability to attend Committee meetings which would require working out of normal office hours (evenings)</p> <p>Driving licence and vehicle</p> <p>To attend Town Council Civic Events as the Town Clerk for the Town Council</p>	