

**Person Specification: Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
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 develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	<p>Ability to liaise with the press and/or other media bodies in accordance with Town Council policies</p>

<p>Personal Qualities</p>	<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>	
<p>Strategic Thinking</p>	<p>Ability to think and plan and work strategically and methodically</p>	
<p>Technology / IT Skills</p>	<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>	
<p>Education and Training</p>	<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>
<p>Equal Opportunities</p>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

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) and to attend Town Council functions as required</p> <p>To attend Town Council Civic Events wearing the Town Council Civic Regalia as the Town Clerk on behalf of the Town Council</p> <p>Driving licence and vehicle</p>	