



**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**  
**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b><u>Knowledge &amp; Expertise</u></b>	<p>Business administration experience including report writing</p> <p>Proven experience of managing, supporting and developing a team</p> <p>Experience of advising and working with members and servicing committees</p> <p>Excellent time management</p> <p>Good working knowledge of IT systems including Microsoft Office</p>	<p>Project Management experience</p> <p>A good working knowledge and understanding of local government structures, practice, powers and functions</p> <p>Working knowledge of the procedures, roles, duties and responsibilities of Town Councils and Councillors</p> <p>Experience of preparation of Neighbourhood Plan</p>
<b><u>Finance</u></b>	<p>Proven experience of budget setting, monitoring and reporting</p> <p>Good understanding of financial control and VAT</p>	<p>Administration and book-keeping qualifications</p> <p>Knowledge of RBS Rialtis programme</p> <p>Experience of bidding for external funds</p> <p>Knowledge of salary control</p>
<b><u>Management</u></b>	<p>Evidence of ability to provide leadership to enable, motivate and develop staff</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively</p> <p>Evidence of ability to organise and manage resources effectively</p> <p>Evidence of experience in successful partnership working</p>	<p>Evidence of good negotiating skills</p> <p>Experience of PR and handling media enquiries</p>
<b><u>Meetings &amp; Administration</u></b>	<p>Practical experience of servicing committees, report writing and implementation of decisions in a timely manner</p> <p>Availability to work regular evenings attending Council meetings and on Council business</p>	<p>General knowledge of law as it affects Local Councils</p> <p>Knowledge of civic protocol</p>
<b><u>Competencies &amp; Communication</u></b>	<p>Excellent oral and written communication skills, and the ability to build good relationships with elected Members, employees, representatives from the community, other government agencies, the media and commercial and voluntary sectors in the best interest of the Council.</p> <p>Ability to work within a political and local government framework and be sensitive to political and community issues</p> <p>The expertise to recognise legal/political consequences of actions being recommended by members</p>	