

Person Specification: Town Clerk/Responsible Financial Officer – Upton upon Severn Town Council
Criteria

	Essential	Desirable
1. Qualifications and training	a. Minimum of GCSE grades A-C in English and Maths or equivalent b. Completion of the Certificate of Local Council Administration (CiLCA) or willingness to achieve within an agreed timescale c. Evidence of a commitment to continuing professional development d. Good organisational and administrative experience in a structured environment.	d. Membership of professional bodies e. Accountancy qualifications
2. Experience	a. Experience of working in local Government in a Town Clerk role b. Good organisational and administrative experience in a structured environment. c. Computer literate and able to use Word, Excel and other applications d. Experience of financial and payroll packages ?????	e. Experience of website development and maintenance.
3. Management	a. Demonstrate positive leadership skills b. Ability to organise and prioritise own and others work. c. Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines. d. Ability to manage change e. Ability to manage projects	f. Experience of successful partnership working.
4. Knowledge	a. Knowledge of local government system and procedures, preferably within the local council sector. b. Knowledge of the governance and legal framework in which the Council operates. c. Knowledge of budget setting, monitoring processes, controls and financial management reports. d. Knowledge of employment and health and safety law.	e. Understanding of the Planning system
5. Skills	a. Ability to organise and manage resources effectively b. Able to communicate clearly and accurately in a range of different	f. Evidence of PR and handling media enquiries.

situations

c. Flexible, pro-active and “hands on” approach to tasks

d. Able to take accurate Minutes and notes and service the requirements for committee meetings.

e. Proven ability to work as part of a team.

g. Ability to develop, implement and monitor effective systems and procedures.

6. Financial Management

a. Experience of Local Council finances, being publicly accountable for an organisation’s financial affairs and with significant delegated authority.

b. Experience delivering an organisations business and projects efficiently to budget with significant individual authority

c. Familiar with finance reporting.

d. Experience of budget setting and management.

e. Efficient manager of resources with excellent risk management skills.

f. Track record of competently overseeing and reporting all finance matters.

f. Track record of securing funding and putting together business cases.

g. Experience of comprehensive responsibility for all stages and aspects of successful project delivery.