

**CLERK TO THE COUNCIL - PERSON SPECIFICATION**

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement. • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills • Evidence of policy and strategy advice and development • Relevant organisational and administrative experience in a structured environment. • Leadership and management experience. • Demonstrable experience of formal Committee work, agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports • Successful implementation of equality and performance management systems. • Project management experience. 	<ul style="list-style-type: none"> • Educated to degree or HND level. • ACIS qualified. • Previous experience of working for local authority or similar body • Experience of dealing with the public and working on own initiative.

Knowledge •	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, system and procedures. • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Knowledge of employment and health and safety law and data protection. • Knowledge of relevant accounting procedures 	<ul style="list-style-type: none"> • Knowledge of local area • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the local community
Qualities & Attributes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision. • Flexible, pro-active and hands on approach to tasks. • Supportive - demonstrating loyalty and commitment to the organisation in past employment. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focused. • Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public. • Commitment to the delivery of quality service. • Demonstrable ability to work as part of a team 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change. • Enthusiastic with innovative qualities. • Business perspective and acumen. • Ability to interpret political drivers
Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with others at all levels both internally and externally. • Excellent written and oral communication and presentational skills. • Ability to form and maintain sound working relationships. • Strategic level organisational and administrative skills. • Formal agenda preparation and minute taking skills. 	<ul style="list-style-type: none"> • Articulate speaker in public.

	<ul style="list-style-type: none"> • Ability to produce understandable and concise written reports on complex topics. • Ability to develop, implement and monitor effective systems and procedures. • Ability to organise and prioritise own and others work. • Management skills with ability to monitor performance of others to achieve targets and meet deadline • Be able to show ability to work in a logical manner and to strict deadlines. • IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel and Windows packages 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. 	

**RESPONSIBLE FINANCIAL OFFICER - PERSON SPECIFICATION**

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Strategic financial management experience in a complex environment. • Sound budget preparation, management and financial control systems experience. • Experience of financial forward planning. • Previous experience of working for local authority or similar body in a financial role. 	<ul style="list-style-type: none"> • Ideally be at least CIPFA, ACCA or equivalent part qualified and be prepared to work towards obtaining the full qualification within 1 year of commencement. • Experience of Committee work or similar.
Knowledge •	<ul style="list-style-type: none"> • Knowledge of local government financial systems and procedures. • Knowledge of the governance and financial framework in which the Council operates. • Knowledge of budget setting, audit and monitoring processes and financial management reports. • Knowledge of insurance procedures and financial risk assessment. • Working knowledge of accounts and payroll systems and procedures and computer packages. • Working knowledge of procurement processes within a public sector setting. • Implementation of financial systems and controls to prevent bribery and corruption. • Knowledge of KPI and other performance measures 	<ul style="list-style-type: none"> • Knowledge of the operating environment of the Council

Qualities & Attributes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive and determination to achieve results and influence others. • Flexible, pro-active and hands on approach to tasks. • Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment. • Trustworthy. • Ability to develop and maintain good relationships with relevant external bodies. • Be able to show ability of being a good team worker. • Commitment to quality service delivery 	<ul style="list-style-type: none"> • Enthusiastic and willingness to adapt to change. • Ability to interpret political drivers. • Business perspective and acumen.
Skills & Abilities	<ul style="list-style-type: none"> • High numeracy and analytical skills. • Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally. • Ability to form sound working relationships. • IT literate with sound working knowledge of MS Office, Excel and Windows packages. • Ability to produce high quality reports on complex topics. • Ability to organise and prioritise own workload. • Ability to work in a logical manner and to strict deadlines. 	<ul style="list-style-type: none"> • Ability to develop, implement and monitor effective systems and procedures. • Good presentational and reporting skills using relevant IT programmes. • Flexibility and ability to respond quickly to situations.
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Willingness to undertake training. • Prepared to work varied hours to meet the needs of the post. 	<ul style="list-style-type: none"> •