

GREATER WILLINGTON TOWN COUNCIL
TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION

LC2 (24-28) £34,314 - £37, 938 FTE 30 hours (pro-rata per annum)

	Essential	Desirable	How evidenced
Qualifications	<p>Five GCSEs grades A-C or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>A recognised qualification in local council administration, i.e. CiLCA or equivalent.</p> <p>Educated to degree or HND level or equivalent in a relevant subject area.</p>	<p>Application form and interview. Certificates</p>
Experience	<p>Experience of accounts and budget management.</p> <p>Experience of working in a financial setting.</p> <p>Sound administrative experience including implementing new administration procedures.</p> <p>Experience of supervising staff and performance management.</p> <p>Experience of dealing with members of the public.</p>	<p>Knowledge of local government law, procedures and finances.</p> <p>Experience of health and safety.</p> <p>Experience of working with and advising in the public sector.</p>	<p>Application form, interview and references.</p> <p>Testing as appropriate</p>

<p>Management</p>	<p>Evidence of forward planning to achieve long-term objectives.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Evidence of experience in successful partnership working.</p> <p>Evidence of good negotiating skills.</p> <p>Ability to problem solve.</p>	<p>Experience of dealing with the media.</p> <p>Able to make judgements about difficult situations and make appropriate recommendations.</p>	<p>Interview, application form and references.</p> <p>Testing as appropriate.</p>
<p>Skills</p>	<p>Able to produce reports on financial and other subjects, coherently, objectively and analytically.</p> <p>Understanding of the operating environment of a Town Council.</p> <p>Good presentation skills.</p> <p>Experience of servicing meetings and offering advice as appropriate to Council requirements.</p> <p>Strong communication skills.</p> <p>Ability to act impartially.</p> <p>Able to maintain good relationships with Councillors, staff, members of the public and external agencies.</p>	<p>Able to attend evening meetings and demonstrate flexibility as required.</p> <p>Evidence of working with local communities</p> <p>Driving licence and/or a means of mobility support.</p>	<p>Interview, references and application form.</p> <p>Testing as appropriate</p>

	<p>Self reliant and self motivated.</p> <p>Ambition to undertake further training to move the Council forward.</p>		
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