

RAUNDS TOWN COUNCIL

TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION

Factor	Essential	Desirable
Attainments	<ul style="list-style-type: none">• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it (or equivalent) on appointment within 1 year of commencement.• Level 2 or 3 literacy and numeracy education/training/experience which demonstrate high literacy and numeracy skills.• Evidence of policy and strategy advice and development.• Good organisational and administrative experience in a structured environment.• Proven staff management experience.• Proven experience of formal Committee work, agenda preparation and minute taking.• Successful implementation of equality and performance management systems.• Proven project management experience.• Experience of website development and maintenance.	<ul style="list-style-type: none">• Educated to degree level.• ACIS qualified.• Previous experience of working for local authority or similar body.• Experience of dealing with the public and working on own initiative.
Detailed Knowledge and Experience of:	<ul style="list-style-type: none">• Local government system and procedures.• The governance and legal framework in which the Council operates.• Budget setting, monitoring processes, controls and financial management reports.• Employment and health and safety law.	<ul style="list-style-type: none">• Local authority planning procedures.• Local area.• Be able to show knowledge of the operating environment of the Council.• Be able to show knowledge of importance of good public relations and how to raise the Council's profile in the community.

Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.
- Flexible, pro-active and “hands on” approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Proven ability to work as part of a team.
- Enthusiasm and innovation.
- Proven ability to adapt positively to change.
- Business perspective and acumen.
- Sensitivity to working in a political environment.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- High presentational skills.
- High interpersonal skills and ability to form and maintain sound working relationships with key external bodies.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to organise and prioritise own and others work.
- Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.
- Ability to work in a logical manner and to strict deadlines.
- Ability to motivate and inspire others.
- IT literate (Level 3 IT qualification or equivalent experience) with sound working knowledge of MS Office, Excel and Windows packages.
- Understanding of local government VAT practices.
- Articulate speaker in public.
- Ability to develop, implement and monitor effective systems and procedures.
- Understanding of local council accountancy packages (The council uses “Omega” from Rialtas Business Solutions)

Special Conditions

- 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.
- Car driver and access to own vehicle.

