

NEWENT TOWN COUNCIL AND BURIAL AUTHORITY



1st Floor,
Newent Community Centre,
Ross Road,
Newent,
Glos,
GL18 1BD
Tel: 01531 820638

TOWN CLERK AND RESPONSIBLE FINANCE OFFICER PERSON SPECIFICATION

| Criteria | Essential | Desirable |
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| Qualifications and Training | <ul style="list-style-type: none"> Minimum of GCSE grades A-C in English or Maths or equivalent | <ul style="list-style-type: none"> Accountancy qualification Membership of professional bodies Certificate in Local Council Administration (CiLCA) or be prepared to work towards obtaining it on appointment within 1 year of commencement. |
| Knowledge and Experience | <ul style="list-style-type: none"> Knowledge of the law regarding employment, health and safety and data protection. Experience of formal committee work, preparing agendas, taking minutes and preparing reports Experience of managing a team Experience of financial operating procedures to include the preparation and maintenance of budgets, auditing, VAT processes, the payment and recording of invoices and preparation of final accounts Experience in managing successful projects | <ul style="list-style-type: none"> Understanding of local government responsibilities, system and procedures. Experience of SAGE payroll software and OMEGA financial software Knowledge on Health and Safety law Experience in pension provision Experience in delivering events and community-based activities Experience in Burials administration |
| Skills | <ul style="list-style-type: none"> IT literate and proficient in Microsoft Office 365, particularly Word, Excel and Outlook Excellent oral and written communication skills including being able to speak in a public forum Familiar with digital platforms in particular websites and Facebook Excellent administrative and organisation skills, with the ability to multi task and prioritise, set targets, achieve positive outcomes and delegate effectively To be able to organise and manage resources effectively | <ul style="list-style-type: none"> Writing successful funding applications |
| Personal Qualities | <ul style="list-style-type: none"> Able to work flexibly Resilient and self-motivated with initiative to achieve results in an environment of changing priorities. | <ul style="list-style-type: none"> Ability and enthusiasm to adapt to change. Enthusiastic with innovative qualities. Business perspective and acumen. |

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| | <ul style="list-style-type: none">• 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.• Commitment to the delivery of quality service.• Proven ability to work as part of a team.• Ability to develop and maintain good relationships with relevant external bodies. | <ul style="list-style-type: none">• Sensitivity to working in a political environment. |
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