

# FILEY TOWN COUNCIL

## PERSON SPECIFICATION

<b>TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER</b>		
	<b>Essential</b>	<b>Preferred</b>
<b>1. Educational qualifications</b>	<ul style="list-style-type: none"> <li>▪ Educated to A Level or Degree level</li> <li>▪ A recognised qualification in local government administration e.g. the Certificate in Local Council Administration (CiLCA) including the General Power of Competence or other relevant qualification or willingness and ability to achieve this qualification within 12 months of commencing employment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified or part qualified to AAT level or appropriate financial qualification</li> <li>▪ I.T Qualifications, ECDL, Word/Text Processing Advanced Level, Microsoft Publisher.</li> <li>▪ Commitment to continual professional development and a willingness to study</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of using manual/computerised accounting/pay systems such as SAGE ACCOUNTS and SAGE PAYROLL</li> <li>▪ At least three years' experience of working in local government or town and parish council sector</li> <li>▪ Proven staff leadership and management experience</li> <li>▪ Experience of working in a financial setting and proven experience of the following:               <ul style="list-style-type: none"> <li>➢ Formal Committee work, agenda preparation and minute taking and preparation of reports;</li> <li>➢ Dealing with the public including complaints and freedom of information requests</li> <li>➢ Budget setting, calculation of precept, monitoring processes, VAT, controls, reporting to internal and external audit and financial management reports</li> </ul> </li> <li>▪ Experience of managing staff and associated human resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the governance and legal framework in which the Council operates.</li> <li>▪ A track record of successful external grant applications and ability to obtain funding from external sources.</li> <li>▪ Be able to show a knowledge of importance of good public relations and how to raise the Council's profile in the community.</li> <li>▪ A knowledge of the Local Council Award Scheme</li> <li>▪ Experience of creating press releases and local newsletters</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience of dealing with the public especially in confrontational circumstances</li> </ul>	
<b>3. General Skills/ Knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>▪ Good organisational and administrative experience and the ability to prioritise workloads</li> <li>▪ Strong interpersonal skills</li> <li>▪ Ability to form and maintain sound working relationships with key internal and external stakeholders.</li> <li>▪ Solid oral and written communication skills, including ability to assimilate and present complex information coherently and concisely.</li> <li>▪ Excellent working knowledge of Microsoft Office software including Office 365 and Sharepoint</li> <li>▪ Good Presentational skills</li> <li>▪ Ability to problem solve.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of burial and internment law and procedures</li> <li>▪ Experience of website management.</li> <li>▪ Ability to manage property and grounds maintenance</li> </ul> <p>Good working knowledge of:</p> <ul style="list-style-type: none"> <li>▪ employment practice and legislation</li> <li>▪ Health and Safety law</li> <li>▪ laws and procedures relating to local councils, including in relation to the planning process</li> </ul>
<b>4. Management skills</b>	<ul style="list-style-type: none"> <li>▪ Budget management</li> <li>▪ Ability to organise effective meetings</li> <li>▪ Ability to assimilate a variety of viewpoints and establish a common understanding</li> <li>▪ Work with others to deliver projects</li> <li>▪ Manage self and meet targets and deadlines</li> <li>▪ Ability to manage and motivate Town Council Staff</li> <li>▪ Experience of risk management and health and safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of event and project management</li> </ul>
<b>5. Motivation</b>	<ul style="list-style-type: none"> <li>▪ Self-reliant and self-motivated.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committed to working towards the Re-accreditation of the Local Council Award Scheme.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Willingness to undertake training and to act as the Council's representative.</li> </ul>
<b>6. Communications Skills</b>	<ul style="list-style-type: none"> <li>▪ Able to maintain good relationships with Councillors, contractors and the public</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Able to grow with the role and manage a large Town Council.</li> </ul>	
<b>7. Strategic Thinking</b>	<ul style="list-style-type: none"> <li>▪ Ability to consider the long term consequences of Council decisions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to develop and maintain a strategic plan and other council policies and regulations.</li> <li>▪ Ability to take forward the creation of a Neighbourhood Plan for the Parish of Filey.</li> <li>▪ Knowledge of emergency plan procedures</li> </ul>
<b>8. Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to be focussed but take the wider view</li> <li>▪ Ability to have a calming influence in volatile situations but galvanise action when things are not happening</li> <li>▪ Sense of humour</li> <li>▪ Patience with others</li> <li>▪ Trustworthy with confidential information</li> <li>▪ Ability to demonstrate tact and diplomacy</li> <li>▪ Ability to exercise sound judgement and lead by example in ensuring standards of conduct and integrity</li> <li>▪ To ensure 'best value' for the Town Council at all times.</li> <li>▪ To uphold the views of the Town Council at all times.</li> </ul>	

<p><b>9. Other</b></p> <p><b>Driving licence, car owner and ability to travel</b></p>	<ul style="list-style-type: none"><li>▪ Able to attend evening meetings and other anti-social hours and demonstrate flexibility as required.</li></ul>	<ul style="list-style-type: none"><li>▪ Willingness to work to the Council's schedule of events and meetings.</li><li>▪ Current driving licence</li></ul>
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