



March 2019

**Person Specification
Town Clerk & Responsible Financial Officer
Uppingham Town Council**

	Essential	Desirable	Qualifications
Education	<p>Good general education.</p> <p>GCSE's to include English and maths grade C and above or equivalent.</p> <p>Certificate in Local Council Administration or willingness to obtain within six/twelve months of appointment.</p>	<p>Membership of the Institution of Local Council Managers.</p> <p>Preferably a minimum of 2 A Levels or NVQ Level 3</p>	<p><u>Desirable</u></p> <p>The Certificate in Local Council Administration <i>And other relevant qualifications such as:</i></p> <p>Certificate in Local Policy Studies First Year The Certificate in Local Policy Studies The Diploma in Local Policy Studies BA (Hons) Degree Local Policy Studies</p>
Previous Work	<p>Experience of staff management and team leadership, including application of personnel procedures.</p> <p>An understanding of budget setting and financial control.</p> <p>Working as, or supporting, a Responsible Financial Officer (or equivalent) in budget planning, keeping accounts and generating financial reports.</p>	<p>Post holder in Local Government Senior management.</p> <p>Experience of advocacy and negotiation at a senior level.</p> <p>Good knowledge and understanding of Local Government / smaller Council financial management.</p> <p>Records management.</p> <p>Minute taking and servicing committees.</p>	<p>Recognised management qualifications.</p> <p>Attendance on recognised management training courses within the public sector.</p>
Skills & Knowledge	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges.</p> <p>Advising, supporting and constructive communication with elected members.</p> <p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners.</p> <p>Excellent analytical and organisational skills.</p>	<p>Working knowledge of local government law, administrative and committee procedures and the planning system.</p> <p>Confident public speaker.</p> <p>Good report writing and press release skills.</p> <p>Working knowledge of employment legislation.</p> <p>Working knowledge of the procedures, roles, duties and responsibilities of a Town Clerk, a Town Council and Councillors.</p>	<p>Local government qualification, as detailed above.</p> <p>SAGE and /or other finance software training. Specifically, RBS Omega for Local Councils would be an advantage.</p> <p>Recognised financial management qualification.</p>

	<p>Proficient in standard office IT packages including Microsoft Office and 365.</p> <p>Ability to work effectively within a Local government framework.</p> <p>Excellent communication skills both written and oral.</p>	<p>Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members.</p> <p>Understanding and application of Council governance and associated legislation.</p> <p>Understanding of current legislation relating to data protection and changes under GDPR.</p>	
<p>Personal Qualities</p>	<p>Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation's strategies and plans.</p> <p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working.</p> <p>Ability to deal with a wide range of people with diplomacy and tact.</p> <p>A commitment to equal opportunities, diversity and community engagement.</p> <p>Ability to work alone and as a member of a team.</p> <p>Methodical and thorough approach to tasks.</p> <p>Ability to anticipate problems and find solutions with a positive attitude.</p> <p>Confident and able to deal with pressure.</p>	<p>Ability to generate ideas and consider strategic issues.</p>	<p>Assertiveness training.</p> <p>Communication skills training.</p> <p>Time management.</p> <p>Leadership skills.</p>

Other	Ability to attend evening meetings and willingness to work at weekends if necessary. Access to or use of a car or other means of transport. Willingness to undertake relevant training to enhance the role of Town Clerk.		
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Note: The person specification will be reaffirmed by the new Council post 2nd May 2019