

Sleaford Town Council

TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

PERSON SPECIFICATION

ATTRIBUTES	MINIMUM REQUIREMENT	BENEFICIAL	WHERE SHOWN
<p>EDUCATIONAL QUALIFICATIONS</p> <p>You should be able to show:</p>	<ul style="list-style-type: none"> • Good standard of education including numeracy & literacy. • Possess an appropriate Association of Accounting Technicians (AAT) Certificate or equivalent . You have, or are prepared to obtain within twelve months, CiLCA (Certificate in Local Council Administration) 	<ul style="list-style-type: none"> • Educated to graduate level or equivalent • Other appropriate management, administration, or Professional Qualification 	<p>Application form (all attributes)</p>
<p>EXPERIENCE</p> <p>In your previous and current employment, you should have:</p>	<ul style="list-style-type: none"> • A consistent track record of success in leading, motivating and developing a team • Prioritised work, set targets, achieved positive outcomes, and delegated effectively • Managed a range of projects and activities to deadlines and budgets within pre-agreed timescales within changing priorities 	<ul style="list-style-type: none"> • Successfully managed both paper-based and electronic administrative systems • Experience in successful partnership working • Worked as a Town Clerk or been in a senior position in a principal local authority, • Experience of working within a Local Government environment • Working knowledge of current equality legislation 	<p>In application form and/or in interview (all attributes)</p>
<p>MANAGEMENT</p> <p>You should have:</p>	<ul style="list-style-type: none"> • Experience of staff management • Evidence of ability to provide leadership to enable, motivate and develop staff • Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively • Evidence of ability to organise and manage resources effectively 	<ul style="list-style-type: none"> • The ability to anticipate future needs as well as the ability to deliver on current priorities • The ability to advise on policy issues and contribute to strategic objectives • Experience of delivery and management of events 	<p>In application form and/or in interview (all attributes)</p>

	<ul style="list-style-type: none"> • Evidence of experience in successful partnership working • Knowledge of employment legislation • An awareness of Health and Safety legislation 	<ul style="list-style-type: none"> • Experience of managing and delivering projects • Evidence of good negotiating skills • Experience of dealing with difficult and confrontational situations. 	
<p>FINANCE</p> <p>You should have:</p>	<p>. Experience of budget setting and financial management</p> <ul style="list-style-type: none"> • The experience and qualifications to act as the Council's Responsible Finance Officer (RFO) <p>. Experience in dealing with a Council's auditing needs and the legislative requirements for its financial systems and reporting</p>	<ul style="list-style-type: none"> • Experience of bidding for external funds 	<p>In application form and/or in interview (all attributes)</p>
<p>COMMUNICATION SKILLS</p> <p>You should have:</p>	<ul style="list-style-type: none"> •Excellent oral and written communication skills, including an ability to relate to and communicate with Councillors, staff, members of the public and external agencies •Ability to provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis 	<ul style="list-style-type: none"> • Familiarity with social media • Experience of dealing with the press including the production of press releases 	<p>In application form and/or in interview (all attributes)</p>
<p>KNOWLEDGE, SKILLS, AND INFORMATION TECHNOLOGY</p> <p>You should have:</p>	<ul style="list-style-type: none"> • Experience of using the Microsoft Office package including spreadsheets • Experience in managing data in conformity with the General Data Protection Regulation 	<ul style="list-style-type: none"> • Experience of the Adobe Professional package or similar • Project management skills • Effective prioritisation and delegation skills • The ability to understand and interpret legislation relevant to the functions of local government 	<p>In application form and/or in interview (all attributes)</p>

<p>MEETINGS AND ADMINISTRATION</p> <p>From your previous and current employments, you should have:</p>	<ul style="list-style-type: none"> • Practical experience of servicing committees, report writing and standing orders • General knowledge of the law as it affects Local Council • Knowledge and experience of formal Council meetings, agendas, and minute production • The ability to operate with complete impartiality in a political environment 	<ul style="list-style-type: none"> • Knowledge of civic protocol • Knowledge of local Council legislation • Understanding of planning legislation • Experience of providing frontline services to the public 	<p>In application form and/or in interview (all attributes)</p>
<p>OTHER</p> <p>You will be expected to:</p>	<ul style="list-style-type: none"> • You will be expected to have the ability to work some evening and weekends including all full council meetings over the course of the year • Have the willingness and ability to travel when required for the job. • Be committed to equal opportunities, diversity, and community engagement. • Be willing to undergo further training and professional development as may be required by the post. 		<p>In application form and/or in interview (all attributes)</p>

March 2022