

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 on appointment within 1 year of commencement. • GCSE Pass in literacy and numeracy or education/training/experience which demonstrates high literacy and numeracy skills. • Evidence of ability to provide advice and guidance on setting and development of policies/strategies. • Leadership and staff management experience. • Proven experience of budget setting, monitoring processes, controls and financial management reports. 	<ul style="list-style-type: none"> • Previous experience of working for local authority or similar body. • Experience of dealing with members of the public
Knowledge	<ul style="list-style-type: none"> • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Knowledge of financial framework in which the Council operates • Working knowledge of payroll systems and procedures • Experience of Accounting software packages 	<ul style="list-style-type: none"> • Knowledge of local area. • Knowledge of employment and health and safety law and GDPR. • Knowledge of regulations and requirements of the charity commission • Knowledge of insurance procedures and financial risk assessment. • Working knowledge of procurement processes within a public sector setting.
Qualities and Attitudes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with drive, determination and initiative to achieve results and motivate others with minimal supervision • Flexible, pro-active and 'hands on' approach to tasks • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy when dealing with difficult situations • Community focussed 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change • Sensitivity to working in a political environment

	<ul style="list-style-type: none"> • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public. • Commitment to the delivery of quality service • Proven ability to work as part of team 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels both internally and externally. • Excellent written and oral communication and presentation skills. • Proven experience of formal Committee work, agenda preparation and minute taking. • Ability to organise and prioritise own and others work. • Management 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 • IT literate with sound working knowledge of MS Office, Excel and Windows packages. 	<ul style="list-style-type: none"> • Confident to speak in public
Special Conditions	<ul style="list-style-type: none"> • Ability and willingness to attend evening Council meetings • 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. 	<ul style="list-style-type: none"> • Car driver/owner.