

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 as soon as practically possible. • GCSE Pass in literacy and numeracy or education/training/experience which demonstrates high literacy and numeracy skills. • Staff management and leadership 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. • Educated to degree level.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the governance, operational and legal framework in which the Council operates. • Knowledge of financial framework in which the Council operates • Working knowledge of payroll procedures. • Experience of Accounting software packages. 	<ul style="list-style-type: none"> • Understanding of employment and health and safety law and GDPR. • Understanding of the regulations and requirements of the charity commission.
Skills and Abilities	<ul style="list-style-type: none"> • Proven experience of formal Committee work, agenda preparation and minute taking. • Excellent written and oral communication and presentation skills. • Management and supervisory skills with the ability to monitor the performance of others. • Proven ability to achieve targets and meet deadlines. • Ability to work in a logical manner and prioritise workload. 	
Qualities and Attitudes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with drive, determination, and initiative to achieve quality results and service, 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. • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors, members of the public and the local community. 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change. • Sensitivity to working in a political environment
Special Conditions	<ul style="list-style-type: none"> • Ability and willingness to attend evening Council meetings, working varied hours • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. 	