



Lydney Town Council

LYDNEY TOWN COUNCIL AND BURIAL AUTHORITY

TOWN CLERK AND RESPONSIBLE FINANCE OFFICER PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Minimum of GCSE grades A-C in English or Maths or equivalent • Certificate in Local Council Administration (CiLCA) or be prepared to work towards obtaining it on appointment within 1 year of commencement. • Completed or working towards Financial Introduction to Local Council Administration (FiLCA) 	<ul style="list-style-type: none"> • Accountancy qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of the law regarding employment, health and safety and data protection. • Experience of managing a team • Experience of formal committee work, preparing agendas, taking minutes and preparing reports. • Experience of financial operating procedures to include the preparation and maintenance of budgets, auditing, VAT processes, the payment and recording of invoices and preparation of final accounts 	<ul style="list-style-type: none"> • Understanding of local government responsibilities, system and procedures. • Experience in managing successful projects • Experience of RBS financial software • Knowledge on Health and Safety law • Experience in pension provision • Experience in delivering events and community-based activities • Experience in Burials administration
Skills	<ul style="list-style-type: none"> • IT literate and proficient in computerised systems , particularly Word, Excel and Outlook • Excellent oral and written communication skills including being able to speak in a public forum • Familiar with digital platforms in particular websites and Facebook • Excellent administrative and organisation skills, with the ability to multi task and prioritise, set targets, achieve positive outcomes and delegate effectively • To be able to organise and manage resources effectively 	<ul style="list-style-type: none"> • Writing successful funding applications
Personal Qualities	<ul style="list-style-type: none"> • Able to work flexibly • Resilient and self-motivated with initiative to achieve results in an environment of changing priorities. • Ability and enthusiasm to adapt to change. 	<ul style="list-style-type: none"> • Enthusiastic with innovative qualities. • Business perspective and acumen. • Sensitivity to working in a political environment.



Lydney Town Council

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Flexible, pro-active and “hands on” approach to tasks.• Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.• Trustworthy with confidential information.• Ability to demonstrate tact and diplomacy.• Commitment to the delivery of quality service.• Proven ability to work as part of a team.• Ability to develop and maintain good relationships with relevant external bodies. | |
|--|---|--|