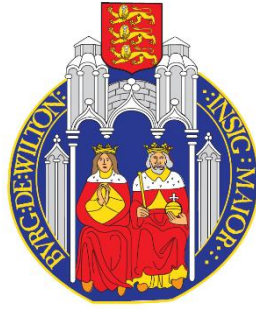


WILTON TOWN COUNCIL

Ancient Capital of Wessex

Mrs A. C. Purves FSLCC
 Town Clerk
 Tel: 01722 742093
 Email: clerk@wiltontowncouncil.gov.uk

Mayor: Cllr Peter Edge
 Deputy Mayor: Cllr Ivan Seviour



Council Offices
 Kingsbury Square
 Wilton
 Salisbury
 Wilts SP2 0BA
www.wiltontowncouncil.gov.uk

WILTON TOWN COUNCIL

PERSON SPECIFICATION - TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

	Essential	Preferred
1. Educational qualifications and training	<ul style="list-style-type: none"> • Good general education: 5 GCSEs or equivalent including Maths and English • Evidence of a commitment to continuing professional development 	<ul style="list-style-type: none"> • Educated to first degree level or equivalent • A recognised qualification in local government administration - Certificate in Local Council Administration (or a commitment to obtain this within 12 months)
2. Management	<ul style="list-style-type: none"> • Evidence of ability to prioritise works, set targets, achieve positive outcomes and delegate effectively • Evidence of ability to organise and manage resources effectively • Evidence of experience in local partnership working • Evidence of good negotiating skills 	<ul style="list-style-type: none"> • Knowledge of current employment legislation • Previous experience working as a Town or Parish Clerk with a clear focus on community service, partnerships and outcomes • Experience of contract management • Experience of handling media enquiries and use of social media. • Evidence of ability to provide leadership to enable, motivate and develop staff
3. Communication skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, communicate with, and work with councillors, staff, members of the public and external agencies • Ability to provide objective and independent advice to councillors in a timely and coherent manner. 	
4. Information technology	<ul style="list-style-type: none"> • Experience in Microsoft Office package, including modelling Excel spreadsheets 	<ul style="list-style-type: none"> • Experience of CCTV monitoring • Use of CMS to edit website
5. Meetings and administration	<ul style="list-style-type: none"> • Practical experience of servicing committees, report writing and standing orders 	<ul style="list-style-type: none"> • Knowledge of Civic protocol • Knowledge of Local Council legislation

	<ul style="list-style-type: none"> • General knowledge of the law as it affects Local Councils 	<ul style="list-style-type: none"> • Understanding of burials and planning legislation
6. Finance	<ul style="list-style-type: none"> • Experience of budget setting and financial management • Experience of payroll procedures • Experience of internal and external audit processes 	<ul style="list-style-type: none"> • Experience of using Rialtas Business Solution's alpha software package or similar accounting software. • Experience of using HMRC's basic PAYE payroll software package
7. Other	<ul style="list-style-type: none"> • Willing to work out of office hours in order to attend Council meetings and Council business • Ability to operate with complete impartiality 	<ul style="list-style-type: none"> • Current clean driving licence and car owner.