

WILTON TOWN COUNCIL

Ancient Capital of Wessex



**Person Specification:
Town Clerk & Responsible Financial Officer [R.F.O.]**

Competency/Attribute	Essential	Desirable
<p>Education, Professional qualifications and training</p>	<p>High Level of numeracy and literacy Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent].</p> <p>Certificate of Local Council Administration (CILCA) [Level 3], or completion within 18 months of appointment.</p>	<p>Achievement of the Certificate of Higher Education in Community Governance: Local Council Management [Level 4].</p>
<p>Abilities: Practical and Intellectual Skills</p>	<p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Experience of staff management including delegation and an ability to motivate and develop staff [provide basic training].</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisation skills.</p> <p>Ability to work co-operatively with Council members.</p> <p>Ability to follow instructions and procedures.</p> <p>A good working knowledge of Local Government structures and practices.</p> <p>Experience of providing administrative support and the advising and servicing of a Council, its committees (including minute taking) and working with members.</p> <p>A comprehensive knowledge of MS Office [Word, Excel, Publisher & Power Point] and</p>	<p>Experience as a Clerk or Deputy Clerk.</p> <p>Experience of risk management and insurance.</p> <p>Experience of Project Management.</p> <p>Knowledge of website management and social media.</p> <p>Experience of bidding for external funds and grants.</p>

	<p>Outlook in the production of Agendas, Papers, Reports, Minutes, Publicity and Financial reports.</p> <p>Ability to use databases and spread sheets to produce budgets, inventories and other financial matters.</p> <p>Ability to use a Financial Package [R.B.S. Software] to invoice, keep accounts, produce financial reports etc.</p> <p>Ability to use a computerised booking package and diary.</p> <p>Experience of general office procedures and management including: filing and maintaining office supplies and equipment.</p> <p>Ability to problem solve.</p> <p>Ability to recognise legal/political consequence of actions being recommended by Councillors.</p> <p>Ability to communicate at all levels in the community both orally and in writing, with good presentation skills.</p> <p>Experience of successfully building, managing and maintaining effective relationships with the public and external organisations.</p> <p>An Understanding of Planning Legislation.</p>	
Personal Circumstances	<p>Willingness to work flexibly as required, attending meetings of the Council, its committees and working groups (normally held in the evenings) and occasional weekend working (events).</p> <p>An understanding and commitment to the goals of The Council.</p>	<p>Experience of working flexibly as required.</p> <p>Current driving licence, own transport and ability to travel.</p>
Equality	<p>Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities.</p>	
Customer Care	<p>Knowledge and understanding of effective customer care, especially in confrontational circumstances.</p>	