

BUNGAY TOWN COUNCIL

CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

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.• Education/training/experience which demonstrates high literacy and numeracy skills.• Experience of Committee work, agenda preparation and minute taking.• Experience of website development and maintenance.• Experience of financial forward planning.	<ul style="list-style-type: none">• Previous experience of working for local authority or similar body in a financial role• Experience of dealing with the public and working on own initiative.• Staff management experience• Project management experience.• Experience of policy and strategy advice and development.
Knowledge	<ul style="list-style-type: none">• Some knowledge of financial management such as budget setting, monitoring processes, controls and financial management reports• Some knowledge of the main legislative frameworks in which the council operates e.g. employment; health and safety; equality and diversity; procurement etc.	<ul style="list-style-type: none">• Knowledge of local authority planning procedures.• Knowledge of the governance and financial framework in which the Council operates• Knowledge of insurance procedures and financial risk assessment• Knowledge of local area.• Be able to show a knowledge of the operating environment of the Council.• Knowledge of local government system and procedures.

Factor	Essential	Desirable
Qualities and Attitudes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results • Flexible, pro-active and “hands on” approach to tasks. • Ability to demonstrate tact and diplomacy. • Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public • Ability to work as part of a team. • Ability to manage sensitive and confidential information • Understanding of, and a commitment to, equality and anti-discriminatory practice 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change. • Business perspective and acumen. • Sensitivity to working in a political environment.
Skills and Abilities	<ul style="list-style-type: none"> • Well-developed organisational and administrative skills. • Ability to work in a logical manner and to strict deadlines. • Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally. • Skilled in the use of standard IT packages such as MS Word, MS Excel and MS Outlook or similar 	<ul style="list-style-type: none"> • Flexibility and ability to respond quickly to situations.
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Willingness to undergo training to acquire relevant new skills or knowledge 	<ul style="list-style-type: none"> • Car driver/owner.