**RFO - Person Specification 2020**

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| **COMPETANCY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Education, Professional qualifications, and training.** | A minimum of 5 x GCSEs, grade C or above (or equivalent) including English Language and Maths. | A degree in any subject  Holds a Certificate in Introduction to Local Council Administration (ILCA)  Accounting qualification, e.g. AAT. Relevant level 3 or 4 qualification.  Management qualification.  Membership of a professional body, e.g. SLCC, CIPFA, CIPD.  Other relevant vocational and/or job-related training. | Application form.  Sight of certificates at interview. |
| **Knowledge and experience** | A good understanding of local government structure and practices.  Clear and evidenced ability in financial management.  Experience of managing budgets.  Knowledge of Microsoft Office. | Experience of working in a Town or Parish Council, preferably as a Clerk, or working in any Local Authority.  Knowledge of electronic accounting system (IT Edge) | Application form.  Interview. |
| **Abilities: Practical and Intellectual skills.** | Clear and evidenced ability in financial management.  Excellent organisational skills, ability to prioritise and meet deadlines.  Strong inter-personal skills, ability to work effectively on your own and in a team.  Competent keyboard skills and an ability to use IT effectively. Competent in use of common computer programmes, email, and websites.  Strong communication skills, both orally and in writing, effective at all levels. | Evidence of managing budgets and accounts.  Up to date knowledge of local government legislation relating to local councils and finance.  Evidence of ability to create and maintain good relationships and networks over a period of time. | Application form.  Interview. |
| **Personal qualities** | Willingness to work outside of office hours and attend in the evening when required Council meetings and work flexibly during weekdays as a result.  Willingness to undertake training.  Willingness to travel to all parts of Baildon and occasionally to meetings or trainings further afield.  Committed to the role and achieving the strategic objectives of the council  A commitment to working within the Town Council’s equalities and Health and Safety at work obligations. | Ability to manage own working time to meet needs of the council without close supervision. | Application form.  Interview. |