

BISHOP AUCKLAND TOWN COUNCIL
TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
PERSON SPECIFICATION
LC2 (29-32)
£32,029 to £34,788
Plus Local Government Pension Scheme

Essential	Desirable	Method of Assessment
Qualifications and Training		
<p>Five GCSEs grades A-C or equivalent, including English and mathematics.</p> <p>Possession of the Certificate in Local Council Administration (CiLCA), or be prepared to work towards achieving it within 12 months of taking up the appointment.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>Educated to degree level or equivalent</p> <p>Appropriate management, administration or professional qualification</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Management		
<p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Evidence of ability to organise and manage resources effectively.</p> <p>Evidence of experience in successful partnership working in a public sector setting.</p> <p>Evidence of good negotiating skills.</p>	<p>Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</p> <p>Knowledge of current employment legislation.</p>	<p>Application Form</p> <p>Interview</p> <p>Reference</p>
Communication Skills		
<p>Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p>	<p>Experience of PR and handling media enquiries.</p>	<p>Application Form</p> <p>Interview</p>
Information Technology		

Essential	Desirable	Method of Assessment
Experience of using computerised systems and a working knowledge of Microsoft Office package (Word, Excel etc).	Experience of using Rialtas Business Solutions, Omega accounting software package	Application form Interview
Meetings and Administration		
Practical experience of servicing committees, report writing and standing orders. General knowledge of the law as it affects local councils.	Knowledge of civic protocol Knowledge of local council legislation. Understanding of planning legislation.	Application form Interview
Finance		
An understanding of the statutory financial obligations on local councils. Track record of competently overseeing and reporting finances. Experience of working in a financial setting, including particularly budget setting and financial management.	Experience of bidding for external funds	Application form Interview
Other		
Ability to attend evening meetings and demonstrate flexibility. Ability to operate with complete impartiality in a political environment. Accuracy and attention to detail.	Driving licence, access to a vehicle and ability to travel.	Interview