

Caistor Town Council

Person Specification for the Role of Town Clerk & Responsible Financial Officer

	Essential	Desirable
Education	Good general education with a minimum of 5 GCSE's to include Maths and English grade C and above or equivalent	
Skills & Knowledge	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Advising, supporting and constructive communication with elected members</p> <p>Excellent IT skills including the ability to use a wide range of office software, including all facets of Microsoft Office and IT accounting packages</p> <p>Proven experience of PAYE, budget setting, financial accounts and control and VAT</p> <p>Flexible team player with good interpersonal skills</p> <p>Excellent analytical and organisational skills</p> <p>Excellent communication skills both written and oral</p>	<p>Previous Parish/Town Clerk experience</p> <p>Working knowledge and understanding of Parish Council practice and functions</p> <p>Working knowledge of procedures, roles, duties and responsibilities of Councillors</p> <p>Administration and bookkeeping qualifications</p>
Personal Qualities	<p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner</p> <p>Flexibility of approach, open to innovative and creative ways of working</p>	

	<p>Ability to work alone and as a member of a team</p> <p>Methodical and through approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	
Other	<p>Ability to attend evening meetings and work weekends if necessary</p> <p>Willingness to attend training to enhance the role of Town Clerk</p>	<p>Completion of, or working towards, the Certificate in Local Council Administration or other recognised related qualification(s)</p>