

COLEFORD TOWN COUNCIL

Assistant Clerk / Responsible Finance Officer (RFO)

(Person Specification for Combined Post)

Requirements	Essential or desirable	Method of Assessment
Qualifications Appropriate qualification e.g. Introduction to Local Council Administration (ILCA) / Certificate in Local Council Administration (CiLCA), or willingness to study for appropriate qualification(s)	Essential	Application/Certificate
Experience Previous experience within local government / council administration / finance	Essential	Application/Interview
Experience of working on own initiative and being resourceful, with minimum supervision	Essential	Application/Interview
Experience of working to tight deadlines and ability to prioritise tasks	Essential	Application/Interview
Experience of working and consulting with other organisations and partnership groups	Essential	Application/Interview
Experience of publicity and promotional work	Essential	Application/Interview
Experience of working with / within community groups	Essential	Application/Interview
Experience of financial management	Desirable	Application/Interview
Experience of procurement and contract management	Desirable	Application/Interview
Experience of accounting software such as RBS		

<p>Knowledge and Understanding</p> <p>A sound and up-to-date knowledge and understanding of local government law and the legal and financial frameworks and procedures relating to local councils (or the potential and willingness to learn with training)</p> <p>Knowledge of the issues facing councils and communities</p> <p>Knowledge of training programs and providers</p> <p>Knowledge of the local area</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Skills</p> <p>Excellent written and oral communication skills</p> <p>ICT / word processing / financial spreadsheet skills</p> <p>Strong interpersonal and team skills, including active commitment to promoting equal opportunities in all aspects of work</p> <p>Website management / and Social Media</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Other</p> <p>Individual qualities of judgement, tact, discretion and impartiality</p> <p>Ability to maintain confidentiality</p> <p>Proactive / self-motivated</p> <p>A willingness to work evening / additional hours, if required</p> <p>Ability to access transport to travel around the town and wider area</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>