

## TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO): PERSON SPECIFICATION

### Role Summary:

The Town Clerk & RFO is the most senior officer of the Town Council, responsible for effective governance, strategic leadership of council operations, and statutory financial management. As the principal advisor to the Council, the post-holder ensures that Council decisions are implemented lawfully and efficiently, that public resources are managed prudently. The Town Clerk & RFO acts as **Proper Officer** for the Council upholding transparency, accountability, and a commitment to **equality, diversity, and inclusion** in all aspects of the Council's work. This person specification outlines the essential and desirable qualities required for the role, along with how each criterion will be assessed during the selection process.

Criteria	Essential	Desirable	Assessment Method
<b>1. Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>- Educated to <b>degree level</b> or equivalent professional experience, demonstrating the ability to perform the role effectively.</li> <li>- <b>CiLCA</b> (Certificate in Local Council Administration).</li> </ul>	<ul style="list-style-type: none"> <li>- Advanced qualification in public administration, community governance, or management.</li> </ul>	Application (e.g. application form and certificates)
<b>2. Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>- <b>Local Government Administration:</b> Significant experience in a senior administrative or management role in local government or a similar field, including servicing formal council meetings and advising elected members.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in <b>smaller council finance</b> operations (town/parish council context), e.g. setting precepts, handling audits.</li> <li>- Experience in <b>public records management</b> and regulatory reporting.</li> <li>- Experience of</li> </ul>	Application (details of work history) and Interview (examples & scenario questions)

Criteria	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>- Experience as a <b>Proper Officer</b> or similar, with knowledge of legal compliance.</li> <li>- <b>Workload Management:</b> Demonstrated ability to manage a diverse workload, meet deadlines, and adapt to changing priorities in a dynamic environment.</li> <li>- <b>Governance &amp; Legislation:</b> Thorough working knowledge of local government law and procedures (governance, financial regulations, codes of practice), with the ability to interpret legal requirements and ensure compliance.</li> <li>- <b>Community &amp; Inclusion:</b> Demonstrable commitment to community engagement and to equality, diversity and inclusion – has championed inclusive practices and engaged effectively with</li> </ul>	<ul style="list-style-type: none"> <li>coordinating <b>working groups or committees</b> outside of main council meetings.</li> <li>- Understanding of <b>civic procedures and ceremonial roles</b>.</li> <li>- Success in securing <b>grant funding or sponsorship</b> for projects or community initiatives.</li> <li>- Experience managing <b>community, regeneration,</b> or place-based development projects</li> </ul>	

Criteria	Essential	Desirable	Assessment Method
	diverse communities in previous roles.		
<b>3. Skills &amp; Abilities</b>	<p><b>- Organisational &amp; Analytical:</b> Excellent organisational skills and analytical ability, capable of handling complex tasks and providing well-founded advice to support decision-making.</p> <p><b>- Problem Solving:</b> Able to identify issues, evaluate options, and develop effective solutions in collaboration with council members and stakeholders.</p> <p><b>- Legal &amp; Policy Aptitude:</b> Able to work effectively within the legal and policy framework of local government, recognising the implications of Council actions and advising on lawful, best-practice approaches.</p> <p><b>- Digital Literacy:</b> Proficient in IT and digital tools, including standard office software (e.g. Microsoft 365) and</p>	<p><b>- Planning Knowledge:</b> Understanding of the town and country planning system and how it relates to Town Council responsibilities.</p> <p><b>- Public Speaking:</b> Confident and adept at public speaking, with experience presenting at council meetings or community events.</p> <p><b>- Employment Law:</b> Working knowledge of employment legislation (for supporting HR responsibilities).</p> <p><b>- Business Development:</b> Experience or skill in identifying opportunities to develop Council services or generate income (e.g., via</p>	Application and Interview (assessment of examples; discussion of scenarios)

Criteria	Essential	Desirable	Assessment Method
	<p>the ability to quickly learn council-specific systems (such as modern accounting or governance software) to improve service delivery.</p> <p>- <b>Continuous Development:</b> Committed to continuous professional development (CPD) – stays up-to-date with changes in legislation, best practices, and emerging trends; willing to undertake training needed for the evolving demands of the Clerk/RFO role.</p>	partnerships or new initiatives).	
<b>4. Communication &amp; Engagement</b>	<p>- <b>Communication Skills:</b> Outstanding communication skills, both written and oral. Able to draft clear reports, correspondence and policies, and to communicate complex information in an accessible way for a variety of audiences (elected members, residents, partner organisations, etc.).</p>	<p>- <b>Media &amp; Public Engagement:</b> Experience in creating or managing public-facing communications such as newsletters, press releases, websites or social media content to promote Council services and</p>	Application (e.g. quality of personal statement) and Interview (including possible presentation/exercise to test communication)

Criteria	Essential	Desirable	Assessment Method
	<p><b>- Interpersonal Skills:</b> Strong interpersonal and customer service skills – able to interact with councillors, colleagues, members of the public, and external partners impartially, diplomatically, and professionally, maintaining trust and credibility.</p>	<p>engage the community.</p> <p><b>- Community Outreach:</b> Experience of working with community groups, press, or public forums to gather feedback and explain Council decisions.</p>	
<b>5. Financial Management</b>	<p><b>- Financial Acumen:</b> Proven ability to manage public finances and budgets. Experience in preparing budgets, monitoring income/expenditure, providing financial reports and advice, and ensuring effective financial controls in line with governance requirements.</p> <p><b>- Accounting Skills:</b> Proficient in using computerised accounting systems and spreadsheets for bookkeeping, budgeting and reporting.</p> <p><b>- Payroll &amp; Pensions:</b> Practical</p>	<p><b>- Accounting Software:</b> Familiarity with local government accounting software and financial management tools.</p> <p><b>- Contract &amp; Vendor Management:</b> Experience procuring services or managing contracts with suppliers, ensuring value for money and compliance with procurement rules.</p>	Application and Interview (including finance-related questions or task)

Criteria	Essential	Desirable	Assessment Method
	experience administering payroll, HMRC PAYE, and pension contributions, ensuring accuracy and compliance with regulations.		
<b>6. Motivation &amp; Personal Qualities</b>	<p><b>- Leadership &amp; Initiative:</b> Self-motivated, with a <b>proactive work ethic</b> and a track record of going beyond basic requirements to achieve excellent results. Shows initiative and resilience when tackling challenges, and actively seeks improvements to benefit the Council.</p> <p><b>- Adaptability:</b> Embraces change and innovation with a positive attitude. Able to respond flexibly to new demands or evolving priorities, and to lead the organisation through change when required.</p> <p><b>- Integrity &amp; Impartiality:</b> Acts with integrity, honesty, and <b>political neutrality</b>,</p>	<p><b>- Mobility: Ability to travel</b> to various locations within the town and region as necessary for the role (e.g. to attend meetings, training, community events).</p> <p>(Note: reasonable adjustments will be considered to support candidates with disabilities in meeting the travel requirements.)*</p>	Interview (exploring motivation, leadership style, and values alignment)

Criteria	Essential	Desirable	Assessment Method
	<p>maintaining the trust of elected members and the public. Upholds the highest standards of public service conduct, including confidentiality when appropriate.</p> <p>- <b>Teamwork &amp; Collaboration:</b> A supportive team player and effective leader who can inspire and motivate others. Builds strong working relationships internally and externally, and fosters a culture of collaboration, respect, and high performance.</p> <p>- <b>Commitment to Values:</b> Deep commitment to the Council's core values and the principles of equality, diversity and inclusion. Demonstrates <b>respect for all individuals</b> and communities, and is passionate about delivering quality services to meet local needs.</p>		

Criteria	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>- <b>Flexibility:</b> Willing and able to attend evening meetings and occasional weekend events, and to adjust working hours to meet Council requirements.</li> <li>- <b>No disclosable convictions</b> (subject to Rehabilitation of Offenders Act 1974)</li> </ul>		

**Notes:** This person specification should be read in conjunction with the Job Description for the Town Clerk & RFO, which details the general responsibilities and expectations of the role. All criteria marked as "Essential" are the minimum requirements for the role – candidates will be expected to demonstrate these through the stated assessment methods. We are committed to fair and inclusive recruitment. We welcome applicants from all backgrounds and will ensure that our process is **transparent, unbiased, and aligned with our equality and diversity principles.**