



PERSON SPECIFICATION

ASSISTANT TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

INTRODUCTION:

The role of **Assistant Town Clerk and Responsible Financial Officer (RFO)** requires the postholder to support the Town Clerk with the day-to-day management of the Town Council and to ensure that all legal requirements are met. The RFO¹ is a statutory office appointed by the Council and, acting under the policy direction of the Council, administers the Council's financial affairs in accordance with proper practices and shall determine, on behalf of the Council, its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.

The following Person Specification should be given careful consideration by anyone who wishes to be considered for this role.

Competencies	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Administration and financial management experience at a senior level in a business or public sector environment. • Knowledge of general office working practices, protocols and procedures. 	<ul style="list-style-type: none"> • Experience of responsibility for Human Resources and staff training. • Purchasing and Financial Management experience (including budget setting).
Personal Qualities Forward Thinking/Planning Capabilities	<ul style="list-style-type: none"> • Ability to work co-operatively, respectfully and effectively as part of a small, dedicated staff team. • To be approachable and demonstrate strong interpersonal and communication skills. • To always strive to achieve best outcomes for the Council, build on its many successes and accomplishments and to always maintain its excellent reputation. • Ability to think outside the box, plan ahead and work strategically and methodically. 	
Equal Opportunities	Ability to demonstrate an understanding of equal opportunities together with the physical, social and welfare needs of others.	

¹ 'Responsible Finance Officer' as defined by S151, of the Local Government Act 1972

<p>Management & Administration</p>	<ul style="list-style-type: none"> • To be responsible for the financial management of the Council, in conjunction with the Town Clerk. • To undertake all functions and associated statutory duties conferred by law on the RFO of the Council. • To advise the Town Clerk and Councillors on financial matters. • To safeguard the financial interests of Council Taxpayers and use of public money. • Ability to manage oneself and others for maximum effectiveness and productivity. • Ability to deal effectively with competing work priorities to meet targets, timescales, and unexpected deadlines. 	<ul style="list-style-type: none"> • Previous experience of working as an RFO, Clerk, Assistant or Officer in a similar role.
<p>Education & Qualifications</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent and/or have a recognised qualification in Business, Finance or Office Administration. • A relevant professional qualification, or experience at a senior level in local government Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 18 months 	<ul style="list-style-type: none"> • Willing to undertake Certificate in Local Council Administration (CiLCA) within a reasonable timeframe.
<p>Practical Skills</p>	<ul style="list-style-type: none"> • Ability to form constructive relationships with people, including Councillors, colleagues, contractors, business representatives, members of the community and the general public. 	<ul style="list-style-type: none"> • Previous public sector or other relevant experience.
<p>Financial</p>	<ul style="list-style-type: none"> • A sound financial management background, knowledge of financial and accounting procedures, understanding of budgets, accounts, and financial planning. • Good analytical and reasoning skills. 	<ul style="list-style-type: none"> • RIALTAS Accounting (or an equivalent proprietary software package), digital VAT reclaims.
<p>HR & Payroll</p>	<ul style="list-style-type: none"> • Clear understanding of payroll processes (including RTI), LGPS Pension Scheme, Auto-Enrolment, employment legislation. 	<ul style="list-style-type: none"> • SAGE Payroll (or an equivalent proprietary software package).
<p>Meetings and attending Civic/Community Events</p>	<ul style="list-style-type: none"> • Practical experience of servicing Full Council meetings and standing committees, including agenda preparation and report writing. • Willing to develop a comprehensive knowledge of Standing Orders and Financial Regulations at the outset of undertaking the role. • Ability to attend Town Council, Committee and Sub-Committee meetings which will require working outside normal office hours (evenings) • Ability to attend Town Council civic and community events as required. 	<ul style="list-style-type: none"> • An understanding of the Local Government democratic processes. • Driving Licence and vehicle.

<p align="center">IT Communication & Time Management</p>	<ul style="list-style-type: none"> • Ability to communicate effectively, orally, in writing, electronically and in-person. • Ability to present to and engage with diverse audiences. • Skilled in the use of IT, have an understanding of Local Council accounts and audit requirements. • Advanced MS Excel skills. • Excellent analytical and numerical skills. • A high level of interpersonal skills together with good oral and written skills, communication skills, including an ability to relate to, and communicate with Councillors, staff, members of the public, media, other local authorities, and external organisations. • Strong ethics and time management skills with the ability to prioritise to meet urgent deadlines. 	<ul style="list-style-type: none"> • Ability to liaise effectively with external representatives and the public and in accordance with Town Council policies. • Ability to manage confidential data.
<p align="center">Training</p>	<ul style="list-style-type: none"> • Regularly attending events and training courses, relative to the RFO role (including NALC/SSALC) and to report back to Council as appropriate. 	<ul style="list-style-type: none"> • Commitment to Continual Professional Development
<p align="center">Legal</p>	<ul style="list-style-type: none"> • Ensure the Council adheres to all statutory obligations of a financial nature. • Ability to understand the legal and financial framework in which the Town Council operates. 	<ul style="list-style-type: none"> • Knowledgeable of statutory obligations of a local council (including the Data Protection Act and GDPR).
<p align="center">Projects & Events</p>	<ul style="list-style-type: none"> • An understanding of the practicalities of managing a project or event, including appropriate legislation and consents needed, together with Health & Safety requirements. 	<ul style="list-style-type: none"> • Practical experience of bringing in a project on time and in budget
<p align="center">Skills & General Knowledge</p>	<ul style="list-style-type: none"> • Ability to build effective working relationships with members of the Council, staff and a range of stakeholders. • Practical knowledge of the statutory duties of a local Council. 	<ul style="list-style-type: none"> • Practical experience of local government financial procedures. • Knowledge of current employment and Health & Safety legislation.
<p align="center">Specific Requirements</p>	<ul style="list-style-type: none"> • Flexibility to attend evening meetings and to work at any Council site as deemed necessary. • To establish a good relationship with the Town Clerk, Chairman, Councillors and to work in close and effective liaison with all colleagues. 	<ul style="list-style-type: none"> • Adaptable to flexible working for business needs and to cover office, when required.