



BERKHAMSTED TOWN COUNCIL

PERSON SPECIFICATION – TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Attribute	Essential Criteria	Desirable criteria
Experience	Proven success in staff management and leadership. Experience in high volume and varied work in a customer focused environment and used to dealing with a broad spectrum of people and work activities. Capital and revenue project management. Previous financial management and reporting experience. Note writing, minute taking. Previous responsibility for committee management. Report writing, researching issues, often of a legal nature.	Previous facilities and or land management experience. Experience of managing the communications activities and social media on behalf of an organisation.
Skills & Ability	Ability to extract salient points from written or oral reports/statements. Ability to write clear and concise English. Good proofreader. Ability to work flexibly whilst being highly organised. Ability and willingness to absorb new information. Excellent communication skills with ability to communicate easily yet authoritatively with others in person, in writing, electronically, by telephone or through social media posts. Time management and achievement of targets.	Ability to coach and develop staff. Aptitude for and demonstrable ability in public speaking and presentations.

Knowledge	<p>Knowledge of budget setting and control, project management, financial systems and terminology, expert in computer systems (e.g., word, power point, excel and e-mail). Working knowledge of employment law and its implementation. Knowledge of relevant Health and Safety regulations and the process of risk assessment and management.</p>	
Education	<p>A minimum of two A levels or equivalent plus five GCSEs at grade A* – C including maths and English. Must be prepared to obtain, within two years, the Certificate in Local Council Administration (CiLCA) if not already held.</p>	<p>Educated to degree level or equivalent, professional qualification. CiLCA</p>
Personal Qualities	<p>Reliability, discretion, calmness, diplomatic manner and impartiality of judgment. Adaptability, drive and ability to multi-task.</p>	<p>Persuasive and even tempered.</p>
Other	<p>Ability to make visits to the allotment sites and to travel to attend meetings/training courses at other locations. An interest in environmental issues and challenges. The ability to attend evening meetings plus occasional civic functions.</p>	<p>An interest in people and community matters. Interest in town and country planning issues and the rights of local communities to influence policies. A driving licence.</p>