

HENLEY-ON-THAMES TOWN COUNCIL

TOWN CLERK AND RESPONSIBLE FINANCE OFFICER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> • Evidence of a commitment to continuing professional development. • Certificate in Local Policy or Certificate in Local Council Administration including the General Power of Competence. 	<ul style="list-style-type: none"> • Educated to graduate level or equivalent. • Appropriate management, administration or professional qualification.
Management	<ul style="list-style-type: none"> • An ability to provide leadership to enable, motivate and develop staff. • An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. • A proven track record of successful service delivery. • Proven staff management experience and an ability to organise and manage resources effectively. • Experience in successful partnership working, including with other councils, the commercial and voluntary sectors. • Able to negotiate and influence outcomes. 	<ul style="list-style-type: none"> • Knowledge of current employment legislation. • Previous experience working as a Town or Parish Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.
Communication Skills	<ul style="list-style-type: none"> • Excellent oral, written and email communication skills, including an ability to relate to, and communicate with Councillors, staff, public and external agencies. • Ability to provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis. 	<ul style="list-style-type: none"> • Experience of PR and handling media enquiries.
Information Technology	<ul style="list-style-type: none"> • IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, Social Media and the Internet. 	<ul style="list-style-type: none"> • Practical experience in an appropriate Accounting package.
Meetings and Administration	<ul style="list-style-type: none"> • Practical experience of servicing committees, report writing and Standing Orders. • Thorough understanding of the law as it affects Local Councils. 	<ul style="list-style-type: none"> • Knowledge of civic protocol. • Understanding of allotments and planning legislation.
Finance	<ul style="list-style-type: none"> • Experience of budget setting and financial management. • Ability to interpret financial reports. 	<ul style="list-style-type: none"> • Experience of bidding for external funds.
Other	<ul style="list-style-type: none"> • Necessary to work out of office hours in order to attend Council meetings, Council business and civic functions.. • Ability to operate with complete impartiality in a political environment. • Awareness of historical traditions of Henley Town Council and the expectation to wear ceremonial dress at civic events. 	<ul style="list-style-type: none"> • Current driving licence and car owner.

Candidates should note that adherence to these requirements will be tested against original certification, the application form, the interview and by references as appropriate.