

3. Job Specification – Town Clerk & Responsible Financial Officer – Louth Town Council

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Certificate in Local Council Administration (CiLCA) or to attain within 12 months. 	<ul style="list-style-type: none"> • Degree Level or equivalent, • Appropriate Management or Finance professional qualification • Training in Health and Safety, Fire Safety and Risk Assessments
Management	<ul style="list-style-type: none"> • Evidence of ability to lead and develop a team • Evidence of ability to manage and prioritise work • Evidence of experience in partnership working • Evidence of ability to formulate policies and protocols. 	<ul style="list-style-type: none"> • Previous experience as a Parish or Town Clerk • Previous experience of Local Government or similar • Experience of PR and handling media enquiries
Communication Skills	<ul style="list-style-type: none"> • Excellent Customer service Skills and a friendly and welcoming demeanour • Excellent oral and written communication skills • Ability to communicate effectively with team members, Councillors, partners and members of the public. • Ability to provide objective advice to Councillors, including the preparation of written reports. 	<ul style="list-style-type: none"> • Confident public speaking
Information Technology	<ul style="list-style-type: none"> • Ability to use Microsoft Office Package – Word, Excel, Outlook 	<ul style="list-style-type: none"> • Previous experience of Accounting Software (RBS) • Knowledge of website administration
Meetings and Administration	<ul style="list-style-type: none"> • Practical experience of servicing meetings, standing orders and report writing • Report Writing and confidentiality 	<ul style="list-style-type: none"> • Evidence of preparation of Agendas and Minutes • Knowledge of Civic Protocol • Knowledge of Local Council Legislation

		<ul style="list-style-type: none"> • Understanding of burials • Knowledge of legislative procedures affecting councils. • Understanding of planning procedures
Finance	<ul style="list-style-type: none"> • Experience of Budget setting, audit procedures and financial management 	<ul style="list-style-type: none"> • Experience of completing grant applications • Knowledge of Payroll Software / HMRC
Asset Management	<ul style="list-style-type: none"> • Experience of managing assets including properties in multiple locations • Experience of setting a planned maintenance programme 	<ul style="list-style-type: none"> • Knowledge of insurance requirements
Human Resources	<ul style="list-style-type: none"> • Evidence of carrying out Staff Appraisals and continuous assessment. 	<ul style="list-style-type: none"> • Knowledge of Employment Legislation
Personal	<ul style="list-style-type: none"> • Ability to work flexibly to attend Council / Partners meetings and training held in the evenings (minimum 2 per month) and occasional civic events at weekends • Willingness to engage with Public and to acquire knowledge of the Parish • Willingness to accompany the Mayor and Mayors Serjeant to selected Civic Events and Church Services • Current Driving Licence 	<ul style="list-style-type: none"> • Evidence of organising events • Detailed knowledge of Louth Town • Knowledge of the working of Louth Town Council