



## **Atherstone Town Council Person Specification – Clerk & Responsible Finance Officer (RFO)**

**Post Title:** Clerk & Responsible Finance Officer (RFO)

### **Qualifications & Training**

- **Essential:**
  - Certificate in Local Council Administration (CiLCA) or willingness to obtain within 12–18 months.
  - Evidence of continuous professional development.
- **Desirable:**
  - Higher-level qualification in public administration, management, or finance.
  - Relevant training in local government law, HR, or health and safety.

### **Experience**

- **Essential:**
  - Proven experience in administration and governance in a local council or similar public sector organisation.
  - Experience of managing staff, resources, and contracts.
  - Demonstrable financial management experience, including budgets, accounts, and audit processes.
  - Experience of working with elected members, boards, or committees.
- **Desirable:**
  - Experience of community engagement and partnership working.
  - Experience of project management and delivering improvements in services or systems.

### **Knowledge**

- **Essential:**
  - Sound knowledge of local government law, procedures, and governance.
  - Understanding of financial regulations, risk management, and audit requirements.
  - Awareness of health and safety responsibilities.
- **Desirable:**



- Knowledge of planning processes, neighbourhood planning, and community development.
- Awareness of current challenges and opportunities in the local council sector.

## **Skills & Abilities**

- **Essential:**

- Strong leadership and management skills with the ability to motivate staff.
- Excellent organisational and administrative skills, able to prioritise and meet deadlines.
- High level of literacy and numeracy.
- Strong IT skills, including Microsoft 365/Copilot.
- Clear, confident communicator (written, verbal, and interpersonal).
- Ability to interpret complex information and provide impartial, accurate advice.
- Ability to build positive working relationships with councillors, residents, and partner organisations.
- Experience in using Sage accounting software.
- Experience in a public-facing role dealing with a wide variety of groups/individuals and issues.

- **Desirable:**

- Ability to use website and social media platforms effectively.
- Ability to manage public relations and community communications.

## **Personal Attributes**

- **Essential:**

- Integrity, discretion, and a strong commitment to public service.
- Flexible approach to working hours (including evenings).
- Professional, diplomatic, and politically neutral.
- Commitment to personal and professional development.

- **Desirable:**

- Enthusiastic and proactive in developing the role and the Council's services.