



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.