

RFO - Person Specification

COMPETANCY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Education, Professional qualifications, and training.</p>	<p>A minimum of 5 x GCSEs, grade C or above (or equivalent) including English Language and Maths.</p>	<p>A degree in any subject</p> <p>Holds a Certificate in Introduction to Local Council Administration (ILCA) or the new Financial Introduction to Local Council Administration (FILCA)</p> <p>Accounting qualification, e.g. AAT. Relevant level 3 or 4 qualification.</p> <p>Management qualification.</p> <p>Membership of a professional body, e.g. SLCC, CIPFA, CIPD.</p> <p>Other relevant vocational and/or job-related training.</p>	<p>Application form.</p> <p>Sight of certificates at interview.</p>
<p>Knowledge and experience</p>	<p>A good understanding of local government structure and practices.</p> <p>Clear and evidenced ability in financial management.</p> <p>Experience of managing budgets.</p> <p>Knowledge of Microsoft Office.</p>	<p>Experience of working in a Town or Parish Council, preferably as a Clerk/RFO, or working in any Local Authority.</p> <p>Knowledge of electronic accounting system</p>	<p>Application form.</p> <p>Interview.</p>

<p>Abilities: Practical and Intellectual skills.</p>	<p>Clear and evidenced ability in financial management.</p> <p>Excellent organisational skills, ability to prioritise and meet deadlines.</p> <p>Strong inter-personal skills, ability to work effectively on your own and in a team.</p> <p>Competent keyboard skills and an ability to use IT effectively. Competent in use of common computer programmes, email, and websites.</p> <p>Strong communication skills, both orally and in writing, effective at all levels.</p>	<p>Evidence of managing budgets and accounts.</p> <p>Up to date knowledge of local government legislation relating to local councils and finance.</p> <p>Evidence of ability to create and maintain good relationships and networks over a period of time.</p>	<p>Application form.</p> <p>Interview.</p>
<p>Personal qualities</p>	<p>Willingness to work outside of office hours and attend in the evening when required at Council meetings.</p> <p>Willingness to undertake training.</p> <p>Willingness to occasionally travel to meetings or trainings further afield.</p> <p>Committed to the role and achieving the strategic objectives of the council</p> <p>A commitment to working within the Council's equalities and Health and Safety at work obligations.</p>	<p>Ability to manage own working time to meet needs of the council without close supervision.</p>	<p>Application form.</p> <p>Interview.</p>