



WROUGHTON PARISH COUNCIL

SCORING ON PERSON SPECIFICATION

Criteria	Essential	Desirable
Education and Training	<p>Educated to at least A level or equivalent</p> <p>Commitment to obtain CiLCA</p>	<p>Educated to degree level or equivalent</p> <p>CiLCA qualified Clerk or commitment to obtain in agreed timescale</p>
Skills and Knowledge	<p>Excellent written and oral communication skills</p> <p>Excellent financial acumen and commercial awareness</p> <p>Strong analytical skills</p> <p>General administration skills</p> <p>Project management skills</p> <p>Effective prioritisation and delegation skills</p> <p>Ability to manage and implement changes diplomatically</p> <p>Managing meetings within legal regulations and to a predetermined agenda</p> <p>Ability to anticipate future needs as well as deliver on current priorities</p> <p>Use of IT including Microsoft Office, accounting and payroll packages</p> <p>Ability to build effective working relationships with Members of the Council, staff and a range of stakeholders</p>	<p>Knowledge of the statutory duties of a local Council</p> <p>The implementation and maintenance of accounting management, VAT and payroll</p> <p>Experience of identifying best practice and implementing where appropriate</p> <p>Knowledge of current employment legislation</p> <p>Practical experience of local government financial procedures</p> <p>Knowledge of civic protocols</p> <p>Knowledge of Sage Accounting</p> <p>Knowledge of Sage Payroll packages</p>

<p>Experience</p>	<p>Procurement of resources and services within predetermined budgets</p> <p>Effective budget management</p> <p>Implementing solutions to administration challenges using IT where appropriate</p> <p>Managing and deploying other significant non-financial resources across a range of projects</p> <p>Managing a range of activities to deadlines within pre-agreed timescales, within changing priorities</p> <p>Managing and developing staff</p> <p>Leading a team, inspiring and empowering staff</p> <p>Experience of working in a successful customer service environment</p> <p>Developing solutions to a range of practical and technical problems</p> <p>Independent decision making, applying judgement as to when to refer decisions</p>	<p>Previous experience in relevant local government area</p> <p>Experience in a leadership role in a complex organisation</p> <p>Proven implementation of successful project</p>
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