



Atherstone Town Council

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.
 - Local Government experience.
 - 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.
 - Experience of project management and delivering improvements in services or systems.
- **Desirable:**
 - Experience of community engagement and partnership working.

Knowledge

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



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- 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.