



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Town Clerk – Person Specification

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Strategic financial management experience in a complex environment.• Sound budget preparation, management and financial control systems experience.• Experience of financial forward planning.• Previous experience of working for local authority or similar body in a financial role.	<ul style="list-style-type: none">• Ideally be at least CiLCA qualified.• Experience of Committee work or similar.
Knowledge	<ul style="list-style-type: none">• Knowledge of local government financial systems and procedures.• Knowledge of the governance and financial framework in which the Council operates.• Knowledge of budget setting, audit and monitoring processes and financial management reports.• Knowledge of insurance procedures and financial risk assessment.• Working knowledge of accounts and payroll systems and procedures and computer packages.	<ul style="list-style-type: none">• Knowledge of the operating environment of the Council.

Patchway is Twinned with Clermont l'Herault and Gauting.





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Qualities and Attitudes

- Working knowledge of procurement processes within a public sector setting.
- Implementation of financial systems and controls to prevent bribery and corruption.
- Knowledge of KPI and other performance measures.
- Self-reliant and self-motivated with the drive and determination to achieve results and influence others.
- Flexible, pro-active and hands on approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment.
- Trustworthy.
- Ability to develop and maintain good relationships with relevant external bodies.
- Be able to show ability of being a good team worker.
- Commitment to quality service delivery.
- Enthusiastic and willingness to adapt to change.
- Ability to interpret political drivers.
- Business perspective and acumen.

Skills and Abilities

- High numeracy and analytical skills.
- Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally.
- Ability to form sound working relationships.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Ability to develop, implement and monitor effective systems and procedures.
- Good presentational and reporting skills using relevant IT programmes.
- Flexibility and ability to respond quickly to situations.

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Special Conditions

- Ability to produce high quality reports on complex topics.
- Ability to organise and prioritise own workload.
- Ability to work in a logical manner and to strict deadlines.
- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Willingness to undertake training.
- Prepared to work varied hours to meet the needs of the post.

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