



Budleigh Salterton Town Council

Council Offices, Station Road
 Budleigh Salterton
 Devon, EX9 6RJ
 T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

Town Clerk and Responsible Financial Officer

Person Specification

Requirements	Essential or desirable
<p>Qualifications Appropriate qualification (eg Certificate in Local Council Administration, Certificate of Higher Education in Community Engagement and Governance, Diploma in Higher Education in Community Engagement and Governance, BA (Hons) in Community Engagement and Governance or any other equivalent qualification.)</p> <p>Or must be willing to start studying for CiLCA qualification within 12 months of taking up the role.</p>	Desirable
<p>Experience A sound and up to date knowledge and understanding of local government law and the legal and financial frameworks and procedures relating to local councils (or the potential and willingness to learn with training)</p> <p>Previous experience within local government/council administration/finance</p> <p>Experience of working on own initiative, with minimum supervision</p> <p>Experience of working to tight deadlines and ability to prioritise tasks.</p>	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
<p>Skills Excellent written and oral communication skills</p> <p>Proficient in the use of ICT including email, Microsoft Office & Excel</p>	<p>Essential</p> <p>Essential</p>
<p>Other Individual qualities of judgement, tact, discretion and impartiality</p> <p>Ability to maintain confidentiality</p> <p>Ability to prioritise and meet tight deadlines</p> <p>Proactive/self-motivated</p> <p>A willingness to work some evenings and additional hours when required</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>