



PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
Experience working in local government		Y
Knowledge of local government procedures and regulations		Y
Expertise in budgeting, financial management, and reporting	Y	
Knowledge of grant sourcing and skill in writing submissions		Y
Managing projects to completion, on time and within budget		Y
Effective team management experience	Y	
CiLCA qualified or committed to obtain the accreditation	Y	
Educated to degree level in a relevant subject		Y
Working knowledge of SAGE accountancy software	Y	
Ability to develop and implement policies and procedures		Y
Understanding of Health & Safety legislation and management	Y	
Skills and Abilities		
Strong written and spoken communication skills	Y	
Ability to work effectively with elected Councillors, staff, and public	Y	
Excellent organisation and time management skills	Y	
Ability to maintain confidentiality and handle sensitive information	Y	
Strong commercial awareness	Y	
Effective team management skills	Y	
Keen to maintain personal development and up to date knowledge	Y	
Ability to work with external organisations collaboratively	Y	
Ability to recognise when an issue requires external expertise	Y	
Proven negotiation skills	Y	
Ability to produce high quality written reports	Y	
Ability to manage change	Y	
Other requirements		
Driving license		Y
Able to commit to working outside of usual office hours	Y	
Commitment to the Council's ethos of equality and inclusion.	Y	
References	Y	

