



**Newcastle Higher Community Council
Cyngor Cymuned Castellnewydd Uwch**

**Clerk / Responsible Financial Officer (RFO)
PERSON SPECIFICATION**

PLEASE NOTE: In preparing your written application, you should refer to the following areas and provide examples of how you have covered the various 'essential' areas of work.

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education including passes at GCSE or equivalent level Maths and English • Certificate in Local Council Administration (CiLCA Wales) or willingness to work towards obtaining the qualification • Admin experience at a level appropriate to the duties of the post 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application /Provision of Certificates</p> <p>Application /Interview</p> <p>Application /Interview</p>
<p>Strategic Planning</p> <ul style="list-style-type: none"> • Ability to develop work programmes to support forward planning • Knowledge of Community Engagement and Action Planning 	<p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Application</p>

<p>Administration and Financial Management</p> <ul style="list-style-type: none"> • At least 3 years' experience of administration and finance • Ability or experience to set and manage budgets and prepare financial statements • Ability or experience in getting quotes for work and managing contracts, purchasing and invoicing • Experience of committee structures and preparing agendas and taking accurate minutes • Previous experience of working in a local council or similar • Understanding of the key elements of effectively managing buildings and/or facilities 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application</p> <p>Application</p> <p>Interview</p> <p>Application / Interview</p> <p>Interview</p> <p>Interview</p>
<p>People Management</p> <ul style="list-style-type: none"> • Ability to manage contractors, including agreeing and monitoring work plans 	<p>Essential</p>	<p>Application</p>
<p>The Local Council Environment</p> <ul style="list-style-type: none"> • Understanding of the issues facing community councils and/or public bodies the environment in which they operate • Commitment to local public service, equalities and diversity • Understanding of local council procedures and law 	<p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Good written communication skills • Ability to self-organise and work unsupervised and meet deadlines • Political neutrality/sensitivity, tact and diplomacy in the role • IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration/updates • Basic understanding of the requirements of the data protection and freedom of information legislation • Awareness of health and safety legislation and its application within an organisation • Ability to work efficiently through the medium of Welsh 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application</p> <p>Application /Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application</p> <p>Application</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • Self-motivated • Conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders • Advocate of equality, diversity and respect within the work • Committed to local democracy, social justice, transparency and accountability to the community 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to attend evening meetings and weekend events as required • Full driving licence and access to a car • Willingness to travel to meetings/ training/events which may include long distances 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application</p> <p>Application</p> <p>Application</p>

