

## Liskeard Town Council

### Person Specification for the Support Services Manager

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>Evidence of a commitment to continuing professional development</li> <li>NVQ Level 3 qualification in a related discipline or similar.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate financial or management qualification – CIPFA or similar.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>Evidence of ability to prioritise work, set targets, and achieve positive outcomes.</li> <li>Evidence of ability to organise and manage resources effectively.</li> <li>Previous experience of managing staff and team building.</li> </ul>	<ul style="list-style-type: none"> <li>Previous local government office experience.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and contractors.</li> <li>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of modern communication techniques, including social media.</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>Experience in Microsoft Office package, including spread sheets and computerised accounting systems.</li> <li>Good all round IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>Conversant with web sites and related design/maintenance.</li> </ul>
<b>Meetings and Administration</b>	<ul style="list-style-type: none"> <li>Practical experience of servicing committees, agenda preparation, report writing and minutes,</li> </ul>	<ul style="list-style-type: none"> <li>Practical knowledge of standing orders and financial regulations.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Wide experience of budget setting and good financial management skills.</li> <li>Ability to fully grasp the full implications of all financial decisions</li> <li>Ability to interpret and implement complex financial regulations</li> <li>A track record of successful external grant applications and ability to obtain funding from non-traditional sources.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a local council admin or finance department</li> <li>Experience of Sage or Omega Accounting Software</li> <li>Understanding of Local Government finance and the Accounts and Audit Regulations.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Ability to operate with complete impartiality in a political environment.</li> <li>Able to work on own initiative without supervision and within a small team environment.</li> </ul>	

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.

1<sup>st</sup> July 2016