

**Corsham Town Council**  
**Person Specification**  
**Planning and Finance Officer**  
**January 2025**

Essential/Desirable	Criteria
<b>Qualifications</b>	
Essential	Minimum of four GCSEs (grade A-C) or equivalent
Essential	English Language GCSE
Desirable	Maths GCSE
Desirable	ICDL (International Computer Driving Licence) or equivalent
<b>Related experience</b>	
Essential	Word Processing skills/experience
Essential	Previous employment in an office environment
Essential	Dealing with members of the public
Essential	Finance administration
Essential	Using an Accounts package such as Omega
Desirable	Experience in planning and development control matters
Desirable	Working with consultants, contractors and developers
Desirable	Use of digital mapping software
Desirable	Organising public consultation including preparing surveys
Desirable	Local or central government experience
Desirable	Organising meetings
Desirable	Experience of taking Minutes
Desirable	Experience in production of leaflets, posters and other publications
Desirable	Collecting and maintaining statistics and records
Desirable	Payroll administration
Desirable	Experience of hall and cemetery administration
Desirable	Dealing with VAT and accounts
<b>Skills &amp; Abilities</b>	
Essential	Excellent communication skills
Essential	Use of a range of computer packages
Essential	High quality work
Essential	Accurate record keeping
<b>Knowledge</b>	
Desirable	Knowledge of Corsham
Desirable	Knowledge and understanding of the workings of local government
<b>Personal Qualities</b>	
Essential	Well organised and able to plan
Essential	Work efficiently and accurately
Essential	Able to work under pressure and meet deadlines
Essential	Good teamworker
Essential	Proactive
Essential	Able to prioritise tasks effectively
Desirable	Flexible working
Desirable	Confident in dealing with the public by telephone and in person