

# PERSON SPECIFICATION

## Padiham Town Council Ballroom Manager

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>Bar Management experience including stock management and till reports</li> <li>Experience of using manual/computerised accounting/pay systems and a working knowledge of Microsoft Office</li> <li>Experience of preparing and monitoring budgets and audit returns</li> <li>Experience of working with local community</li> <li>Experience of Office Administration</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively, either orally, in writing or electronically and to present views positively</li> <li>Possesses a high degree of literacy and numeracy</li> <li>High level of ICT skills</li> <li>Ability to forge positive relationships with people at all levels within the organisation and community</li> <li>Ability to work efficiently and effectively under pressure and on own initiative</li> <li>Ability to manage staff/contractors</li> <li>Good presentation skills</li> <li>Ability to prepare and deliver Reports</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Knowledge / Qualification	<ul style="list-style-type: none"> <li>Knowledge of tiers of local government and public sector</li> <li>Knowledge of local government law, procedures and finances.</li> <li>BIIAB Level 2</li> <li>Personal alcohol license</li> </ul>		<p>X</p> <p>X</p> <p>X</p> <p>X</p>
Equal Opportunities	<ul style="list-style-type: none"> <li>A knowledge, awareness and commitment to equal opportunities policies.</li> </ul>	X	
Other Requirements	<ul style="list-style-type: none"> <li>Availability to work flexibly in the evenings and weekends</li> <li>Ability to maintain confidentiality.</li> <li>Good fund sourcing skills</li> <li>Good project management skills</li> <li>Driving licence, car ownership</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	