



**PERSON SPECIFICATION  
CLERK & RESPONSIBLE FINANCIAL OFFICER**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• The applicant should hold the Certificate in Local Council Administration (CiLCA) or show a willingness to obtain the qualification within an agreed timescale</li> <li>• Be educated to A Level Standard</li> <li>• Hold GCSE (Grade C or above) or equivalent in English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate degree or management, administration or Professional Qualification</li> </ul>
<b>FLEXIBILITY</b>	<ul style="list-style-type: none"> <li>• Be able to respond to changing situations</li> <li>• Meet new challenges imaginatively</li> <li>• Willing to work outside normal office hours and be able to attend evening and weekend events and play a part in the civic life of the Parish Council</li> </ul>	
<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>• Understanding of agendas, minutes, standing orders, financial regulations, legal powers and servicing committees generally</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge of legal procedures and law as it applies to Local Government.</li> </ul>
<b>COMMUNITY COMMITMENT AND SERVICE DELIVERY</b>	<ul style="list-style-type: none"> <li>• Keen interest in developing the local community and its well-being</li> <li>• Willingness to embrace the new Localism agenda in all its forms for the betterment of the local community</li> <li>• Maintaining high quality service delivery throughout all aspects of Council work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prepare funding bids to local, regional and national agencies</li> <li>• Experience of monitoring to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups, etc</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> </ul>	
<b>ADMINISTRATIVE AND COMMUNICATION SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to relate to and communicate with staff, members of the public and external agencies using all forms of media</li> <li>• Ability to give objective advice and information</li> <li>• High level of literacy – ability to read and digest reports</li> <li>• Ability to act as the Council’s Public Relations Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of administrative systems, particularly in Local Government or similar context</li> <li>• Project management skills</li> <li>• Willingness to continue with Best Value and Quality Council principles and procedures.</li> </ul>

<b>OFFICE MANAGEMENT/ PERSONNEL/ PEOPLE SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise work, set targets and generally work in an efficient manner</li> <li>• Experience of managing people</li> <li>• Deal sympathetically with colleagues, elected members and members of the public</li> <li>• Work effectively as part of a team</li> <li>• Ability to organise and manage resources to maintain and develop motivation, morale, trust and confidence throughout the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of employment legislation and ability to advise Council on policy and procedure</li> </ul>
<b>FACILITY/ AMENITY MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Experience of managing facilities including bookings, maintenance and contract setting</li> </ul>	
<b>HEALTH AND SAFETY AND RISK ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety legislation procedures for conducting risk assessments and ability to implement across the Parish Council estate</li> </ul>	
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>• Set budgets, maintain accurate accounts, resource allocation and prepare and present financial information to council members</li> <li>• High level of numeracy – ability to interpret financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge of Local Government finance and the accounts and audit regulations and ability to advise Council on policy and procedure</li> </ul>
<b>IT SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office</li> <li>• Use IT to provide effective and efficient administration and finance</li> <li>• Working knowledge of website maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of computerised accounting systems (and in particular Scribe</li> <li>• Working knowledge of Social Media (Facebook/Twitter)</li> </ul>