



**PERSON SPECIFICATION
CLERK & RESPONSIBLE FINANCIAL OFFICER**

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

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