



**PERSON SPECIFICATION
CLERK & RESPONSIBLE FINANCIAL OFFICER**

ATTRIBUTES	ESSENTIAL	DESIRABLE
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.

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)