



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) |