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| **WALMER PARISH CLER****K**  AND  **RESPONSIBLE FINANCIAL OFFICER**  **JOB SPECIFICATION** | | |
|  | **Essential** | **Desirable** |
| **EDUCATION, PROFESSIONAL QUALIFICATIONS, TRAINING** | * Good general education * High level of numeracy and literacy. | Educated to degree level.  Recognised qualification pertaining to local government  Administration, book keeping qualifications  Preferably holds the CiLCA qualification |
| **EXPERIENCE** | * Demonstrable experience of minuting formal committee/council meetings at this level * Demonstrable experience of financial accounting, book keeping or managing accounts, budget planning and generating financial reports. * Demonstrable experience of working with the public * Proven experience of effective people management including application of personnel procedures | Experience of preparing and administering issuing simple tenders and contract documents  Understanding of planning law  Payroll administration  Previous local government experience  Records management |
| **SKILLS** | * Ability to produce reports on financial and other subjects * Proficient in up to date standard office IT packages * Experience of working in an office and dealing with contractors * Ability to work as part of a team and to line manage, motivate and promote high levels of commitment from other members of staff including conducting regular 121s and appraisals. * Ability to manage own workload in the light of competing and changing priorities and organisational challenges. * Good understanding of local government structure and practices and working knowledge of the procedures, roles, duties and responsibilities of a Parish Clerk, Parish Council and Councillors * Experience in advising and servicing Working Groups, Committees, and working with Councillors * Ability to recognise legal consequences of decisions by Council * Ability to communicate at all levels within the community, with a wide range of people in an impartial, diplomatic and professional manner, both orally, in writing and by electronic means. * Able to maintain good relationships with Councillors, contractors and public * Excellent analytical and organisational skills | Understanding of operating environment of Parish Councils  Comprehensive knowledge and understanding of the legal framework in which the Parish Council operates.  Confident to speak in public  Working knowledge of employment legislation  Experience of writing grant applications and sources of funding  Understanding of the purpose of press releases and good press release writing skills  Experience of planning and management of projects |
| **OTHER** | * Able to attend evening meetings and demonstrate flexibility as required. Council meetings are held once a month and other Committees on a regular basis throughout the year. * Able to attend Council organised events on Bank Holidays or Weekends as required. * Must be able to travel around Parish and to meetings outside Parish boundaries. * Flexible, resourceful and committed to the Council with proven assertiveness in managing a varied and diverse work environment which demonstrates achievement of the organisation’s strategies and plans. * Flexibility of approach, open to innovative and creative ways of working * Ability to anticipate problems and find solutions with a positive attitude. * Confident and able to deal with pressure * Excellent deadline management skills   .   * Ability to manage tasks through own endeavours and through direct reports from staff * Ability to guide the Council to ensure that all its activities are effective, timely and lawful | Current driving licence and access to vehicle insured for business purposes to enable travel within Parish and to other meetings  Ability to generate ideas and consider strategic issues.  Can do attitude |