**PERSON SPECIFICATION**

Position: Clerk and Responsible Financial Officer to the Council

| **Key Competences, Knowledge and Skills** | **Essential** | **Desirable** |
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| Qualification / training | GCSE (or equivalent) in English Language and Mathematics to Grade 4 / C  Evidence of commitment to continuing professional development | Certificate in Local Council Administration (*this will allow the Parish Council to declare a “power of general competence”*)  Membership of a professional body such as the Society of Local Council Clerks (for which financial assistance will be available)  Experience of managing accounts of a Parish Council  General knowledge of the law related to local councils.  An understanding of Planning legislation. |
| Experience | Working in an administrative role  Minute taking at formal meetings  Keeping simple accounts using Excel spreadsheets  Use of Microsoft Word | Working knowledge of Local Government at District or Parish Council level  Experience of submitting financial returns and/or VAT claims on-line  Working with simple payroll packages  Experience of website management |
| Skills | IT skills including Word and email  Literate and numerate  Ability to take concise and accurate minutes.  Ability to keep simple accounting records using an Excel spreadsheet.  Ability to produce concise reports on financial and other subjects with clear recommendations.  Ability to prioritise tasks. | Website management  Experience of budget setting, financial control and VAT  Able to manage change  Knowledge of health and safety legislation |
| Motivation | Self-reliant and self-motivated |  |
| Personal qualities | Effective time management as a lone worker.  Conscientious in checking and acting on current rules and information.  Good interpersonal skills and ability to maintain good relationships with Members, contractors and public.  A personal commitment to equal opportunities. |  |
| General | Ability to attend evening meetings on the first Thursday of every month in Carhampton.  Ability to attend other meetings in Williton, Taunton or Somerton as needed (infrequent)  Ability to demonstrate flexibility as required. | To be available in the Parish for visits to Members / planning application site visits / monthly play equipment safety checks.  Knowledge of Carhampton and Blue Anchor and the surrounding area or willingness to learn about the parish.  Ability to drive or must be able to travel efficiently around the locality. |