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**PERSON SPECIFICATION**

**CLERK & RESPONSIBLE FINANCIAL OFFICER**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * 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
 | * Appropriate degree or management, administration or Professional Qualification
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| **FLEXIBILITY** | * 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
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| **MEETINGS** | * Understanding of agendas, minutes, standing orders, financial regulations, legal powers and servicing committees generally
 | * General knowledge of legal procedures and law as it applies to Local Government.
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| **COMMUNITY COMMITMENT AND SERVICE DELIVERY** | * 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
 | * 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
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| **EQUAL OPPORTUNITIES** | * Commitment to equal opportunities
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| **ADMINISTRATIVE AND COMMUNICATION SKILLS** | * 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
 | * 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** | * 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
 | * Basic knowledge of employment legislation and ability to advise Council on policy and procedure
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| **FACILITY/ AMENITY MANAGEMENT** | * Experience of managing facilities including bookings, maintenance and contract setting
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| **HEALTH AND SAFETY AND RISK ASSESSMENT** | * Knowledge of Health & Safety legislation procedures for conducting risk assessments and ability to implement across the Parish Council estate
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| **FINANCE** | * 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
 | * Sound knowledge of Local Government finance and the accounts and audit regulations and ability to advise Council on policy and procedure
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| **IT SKILLS** | * Excellent working knowledge of Microsoft Office
* Use IT to provide effective and efficient administration and finance
* Working knowledge of website maintenance
 | * Knowledge of computerised accounting systems (and in particular Scribe).
* Working knowledge of Social Media (Facebook/Twitter)
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