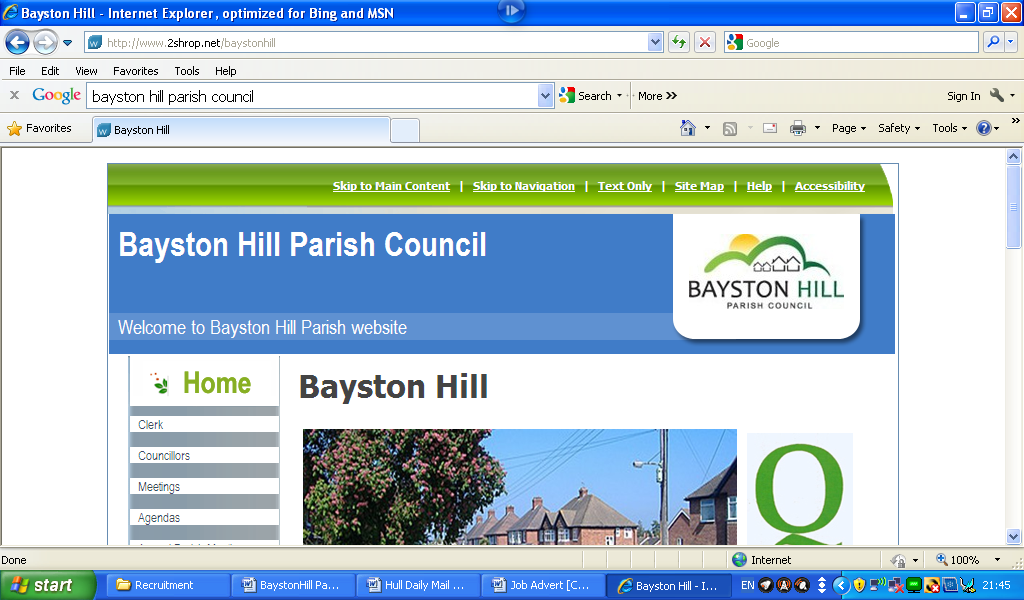
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**PERSON SPECIFICATION**

**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 |
| **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 |  |
| **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. |
| **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 |
| **EQUAL OPPORTUNITIES** | * Commitment to equal opportunities |  |
| **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 |
| **FACILITY/ AMENITY MANAGEMENT** | * Experience of managing facilities including bookings, maintenance and contract setting |  |
| **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 |  |
| **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 |
| **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) |