

WINKFIELD PARISH COUNCIL
CLERK TO THE COUNCIL

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
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| QUALIFICATIONS/ ATTAINMENTS | <p>English and Mathematics GCSE (A-C) or equivalent supported by certification.</p> <p>CILCA, or willing to obtain within 12 months.</p> | <p>Educated to A level standard.</p> |
| SKILLS & KNOWLEDGE | <p>Development and monitoring of financial strategies and setting of organisational budgets.</p> <p>Knowledge of local government structure, financial procedures and processes.</p> <p>Policy development in line with Council and community needs.</p> <p>Advanced working knowledge of Microsoft Office packages, Social Media and the Internet.</p> <p>Previous experience working in a financial role and ability to interpret financial reports.</p> <p>Proven or demonstrable written communication skills.</p> <p>Well organized and motivated.</p> <p>Committed to learning new skills.</p> <p>An ability to provide leadership to enable, motivate and develop staff.</p> | <p>Understanding of employment and health & safety law</p> <p>Customer services experience.</p> <p>Previous experience working as a Parish Clerk/Deputy Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</p> <p>Practical experience of using accounting software.</p> <p>Competent/Experienced with preparing and delivering presentations.</p> <p>Local Government experience.</p> |

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| | <p>An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Able to negotiate and influence outcomes.</p> <p>Experience of looking at systems, issues and projects and making appropriate assessments and clear recommendations.</p> | <p>Experience in successful partnership working, including with other councils, the commercial and voluntary sectors.</p> <p>Practical experience of agenda preparation and minute taking.</p> |
| PERSONAL QUALITIES | <p>Enthusiastic.</p> <p>Responsible outlook, in addition to being prepared for all round, 'hands-on' involvement.</p> <p>A good leader.</p> <p>Excellent communicator.</p> <p>Ability to relate to and work with others at all levels.</p> | |
| SPECIAL REQUIREMENTS | <p>Flexible pro-active approach to work.</p> <p>Good management skills.</p> <p>Ability to work out of office hours in order to attend Council meetings, Council business and civic functions, including occasional evenings and weekends.</p> | <p>Good knowledge of Winkfield and surrounding areas.</p> |