

GRADE RUAN PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC

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Person Specification: Clerk & Responsible Financial Officer

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none">• Certificate in Local Council Administration (If not held will be required to complete within first 12 months of appointment).• English and Maths GCSEs C or above	<ul style="list-style-type: none">• Higher Education qualifications• Further Education qualifications
Experience, skills and knowledge	<ul style="list-style-type: none">• Policy analysis skills and the ability to address and resolve complex issues.• Able to gain and retain the confidence of Councillors, local Community representatives, and outside organisations.• Competent in management of a simple budget; understanding of budget control, and of financial analysis and process.• Excellent IT skills• Excellent organisational and prioritising skills• Exemplary written and verbal communication skills	<ul style="list-style-type: none">• Local knowledge of the Parish• A good understanding of Local Government structure, functions, responsibilities and procedures. Demonstrable understanding of the legal requirements affecting local council.
Personal qualities	<ul style="list-style-type: none">• Keen to undertake ongoing training• Approachable and responsive with members of the public.• Able to secure good relationships with Councillors and other stakeholders.• Able to work effectively under pressure.• Capable of anticipating problems and showing initiative to solve them.	<ul style="list-style-type: none">• Proven ability to react and adapt to situations if circumstances change
Additional information	<ul style="list-style-type: none">• Able to attend evening meetings as necessary.	<ul style="list-style-type: none">• Full driving licence.