



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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 St Agnes, Cornwall  
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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"> <li>• Degree level or equivalent alternative qualifications and experience.</li> <li>• Certificate in Local Council Administration (If not held will be contractually required to complete within first 12 months of appointment).</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualifications</li> <li>• Health and Safety qualifications</li> <li>• Accountancy qualifications</li> </ul>
Experience, skills and knowledge	<ul style="list-style-type: none"> <li>• Policy analysis skills and the ability to address and resolve complex issues.</li> <li>• Able to gain and retain the confidence of Councillors, local Community representatives, and outside organisations.</li> <li>• Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors and other stakeholders.</li> <li>• Competent in management of a significant budget; understanding of budget control, and of financial analysis and process.</li> <li>• Excellent IT skills</li> <li>• Excellent organisational and prioritising skills</li> <li>• Exemplary written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a political environment.</li> <li>• Local knowledge of the Parish</li> <li>• A good understanding of Local Government structure, functions, responsibilities and procedures. Demonstrable understanding of the legal requirements affecting local council.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Keen to undertake ongoing training</li> <li>• Approachable and responsive with staff and members of the public.</li> <li>• Able to secure good relationships with Councillors and other stakeholders.</li> <li>• Strength and resilience to manage challenging situations.</li> <li>• Able to work effectively under pressure.</li> <li>• Effective negotiator and influencer.</li> <li>• Self-reliant, open, and honest.</li> <li>• Capable of anticipating problems and showing initiative to solve them.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to react and adapt to situations if circumstances change</li> <li>• Friendly manner with the public</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>• Able to attend evening and weekend events as necessary.</li> <li>• Able and willing to travel to Council owned sites when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> </ul>