



Parish Clerk & Responsible Financial Officer

Person Specification

	Essential	Desirable
Education	<p>Certificate in Local Council Administration (CiLCA)</p> <p>Willingness to undertake training, including formal qualifications relevant to the job.</p> <p>Good general education</p>	<p>5GCSEs, including English and Maths and/or A levels.</p> <p>Degree or HNC in relevant discipline</p> <p>Professional Qualification relevant to the job</p>
Work Experience	<p>Previous Local Government Experience</p> <p>Competent use of Microsoft Office 365, Outlook, Word, and Excel.</p> <p>Familiarity with formal meeting, their procedures, minutes, and subsequent actions</p> <p>Dealing with the public especially dealing with concerns and complaints</p> <p>Dealing with sensitive issues</p> <p>Working with Councillors</p> <p>Familiarity with basic accounting procedures including preparing and monitoring budgets.</p>	<p>Facilities management</p> <p>Managing a Community Centre Trust.</p> <p>Project Management</p> <p>Writing grant funding applications</p> <p>Partnership working</p> <p>Health and Safety at Work</p>
Skills, Knowledge, and aptitude	<p>Knowledge of local government law, administrative and committee procedures and planning law</p>	<p>Minute taking</p> <p>Record keeping</p>

	<p>Ability to research and compile reports including numerical information.</p> <p>Ability to communicate clearly in writing and orally.</p> <p>Ability to problem solve.</p> <p>Ability to work in a small team.</p> <p>Ability to deal with issues sensitively and with a good understanding of confidentiality.</p> <p>Ability to prioritise tasks.</p> <p>Flexibility to meet changing needs and requests.</p>	<p>Knowledge of managing and updating websites.</p> <p>Management of social media sites</p>
Personal Qualities and Motivation	<p>Must be able to work under pressure.</p> <p>Positive, 'can do' attitude.</p> <p>Diplomacy and tact</p> <p>A friendly disposition</p> <p>Ability to work both alone and harmoniously with staff and public.</p> <p>Ability to form and maintain good working relationships.</p> <p>Self-reliant & Self-motivated</p>	
Other	<p>Willingness to attend evening meetings and to work at weekends if necessary.</p>	