

PERSON SPECIFICATION – CLERK AND RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

SKILLS

Must have:

- Excellent communication skills, oral and written.
- Accurate financial and administrative skills, with attention to detail.
- IT literacy skills, with confident knowledge of MS Office applications, word, excel, internet, email and social media.
- Ability to work to deadlines.
- Ability to use own initiative and be self-motivated.
- Organisational and prioritisation skills.

PERSONAL ATTRIBUTES

Must:

- Have an interest in community life.
- Have a friendly and positive outlook.
- Be able to be discreet and confidential as necessary.
- Be confident dealing with challenging or controversial situations.
- Be approachable and professional when dealing with residents and external organisations.

EXPERIENCE

Must have:

- A Certificate in Local Council Administration (CiLCA).
- or equivalent or a willingness to work towards it or similar courses.
- Some knowledge and understanding of Parish Councils.

Desirable

- Clerking role experience with a similar Council.

GENERAL

Must have

- Availability to attend monthly evening meetings and some negotiated daytime meetings for eg budget setting, appraisal.
- Ability to work from home and store some Council documents at home.
- Flexibility to work extra hours if and when needed.