

ST BURYAN, LAMORNA & PAUL PARISH COUNCIL

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"> Degree level or equivalent alternative qualifications and experience. Certificate in Local Council Administration (If not held will be contractually required to complete within first 12 months of appointment). 	<ul style="list-style-type: none"> Management qualifications. Health and Safety qualifications. Accountancy 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. Able to encourage collaborative working between councillors and other stakeholders. Competent in management of a significant 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"> Experience of working in a political environment. Local knowledge of the Parish A good understanding of Local Government structure, functions, responsibilities and procedures. Demonstrable understanding of the legal requirements affecting local councils.
Personal qualities	<ul style="list-style-type: none"> Keen to undertake ongoing training. Approachable and responsive members of the public. Able to secure good relationships with Councillors and other stakeholders. Strength and resilience to manage challenging situations. Able to work effectively under pressure. Effective negotiator and influencer. Self-reliant, open, and honest. 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. Friendly manner with the public.
Additional information	<ul style="list-style-type: none"> Able to attend evening and weekend meetings and events as necessary. Able and willing to travel to Council owned sites when necessary. 	<ul style="list-style-type: none"> Full driving licence.