

### 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 experience.</li> <li>• Administration Experience</li> <li>• High level of literacy and numeracy</li> <li>• Good working knowledge of IT systems</li> <li>• Ability to edit WordPress website</li> <li>• Willingness to learn new skills</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration (If not held will be contractually required to start within first 12 months of appointment).</li> <li>• Management qualifications.</li> <li>• Health and Safety qualifications.</li> <li>• Book keeping 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 encourage collaborative working between 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 organisational and prioritising skills.</li> <li>• Ability to communicate effectively, orally, in writing and electronically.</li> <li>• Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a political environment.</li> <li>• Previous experience as a parish clerk</li> <li>• Local knowledge of the Parish</li> <li>• A good understanding of Local Government structure, functions, responsibilities and procedures.</li> <li>• Demonstrable understanding of the legal requirements affecting local councils.</li> <li>• An awareness of the advantages new technology can bring to the efficient operation of the Council</li> <li>• Knowledge of computer accounting software</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Commitment to undertake ongoing training.</li> <li>• Approachable and responsive to 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 meetings and 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 and access to own transport</li> </ul>