



Parish Clerk & Responsible Financial Officer

Person Specification

	Essential	Desirable
Educational qualifications	GCSE English and Mathematics at grades A– C (5-9), or equivalent.	A recognised qualification in local government administration.
Work Experience	<p>Experience of dealing with members of the public.</p> <p>Experience in a role that involves attending meetings, taking minutes, and following procedures.</p> <p>Experience of providing administrative support to a high standard.</p> <p>Experience of working collaboratively with a team.</p> <p>Experience of using MS Office Suite.</p> <p>Experience of working with financial information.</p> <p>Experience of producing written reports.</p>	<p>Experience of working in a local government environment.</p> <p>Experience of servicing committees.</p> <p>Experience of organising public events & functions.</p> <p>Experience of using accounting/payment systems.</p> <p>Experience of producing or interpreting financial reports.</p>

**Skills/Knowledge
& Aptitude**

High level of literacy and numeracy.

An understanding of the various tiers of local government.

Excellent administrative and organisational skills.

Experience of working with Councillors.

Reliable and enthusiastic with an attention to detail.

Knowledge of legal, statutory, and other provisions governing or affecting the Council.

Excellent IT skills and presentational skills.

Ability to problem solve and work on own initiative.

Ability to understand the legal framework in which the Parish Council operates, including an understanding of:

- health & safety
- public liability
- data protection
- equalities
- freedom of information legislation.

Ability to provide sound and impartial advice to Councillors based on current legislation.

Ability to form and maintain sound working relationships with key internal and external stakeholders.

An understanding of and commitment to equality, diversity and inclusion.

**Communication
Skills**

Excellent communication skills both written & oral.

Motivation and Ethics

Self-motivated and able to work effectively and efficiently when under pressure, and when unsupervised in a home-based environment.

A track record of going above and beyond the basic job requirements to ensure that the Council is able to operate efficiently and effectively.

Ability to exercise tact and diplomacy, and respect privacy and confidentiality.

Able to attend evening meetings and demonstrate flexibility around the Council's requirements.

Other

Able and willing to work the specified and ad hoc evening meetings as required.

Ability to travel around the Parish for work and related meetings and events.

Access to a vehicle for work-related purposes.