



PERSON SPECIFICATION
Parish Clerk/Responsible Financial Officer

Competency	Essential	Desirable
Education, professional qualifications and training	High level of numeracy and literacy. Introduction to Local Council Administration and/or Certificate in Local Council Administration or willingness to obtain within an agreed timescale.	Administration/bookkeeping qualifications.
Abilities: Practical and Intellectual skills	Ability to work effectively on your own and in a team. A working knowledge and understanding of local government structure and practices. Competent in bookkeeping and meetings administration. Computer literacy. Ability to communicate at all levels in the community both orally and in writing. Excellent organisational skills.	Experience of dealing with the public. Knowledge of a computer accounting package. Experience of managing a small team. Previous experience as a parish council clerk. Experience of managing small projects. Ability to maintain and update website.
Personal qualities	Willingness to work evenings when the council or committees meet. Willingness to undertake training. Able to maintain good relationships with councillors, other Local Authorities, contractors and the public. Self-motivated and well organised. Flexible and committed to the parish council.	Willingness to act as the parish council's representative when appropriate. Use own initiative appropriately. Confident to act on the parish council's behalf.