



PERSON SPECIFICATION	
Job Title:	Grade
Parish Clerk and Responsible Financial Officer	Local Government Service Pay Agreement From Salary Scale Point 24

Requirements		Method of Assessment
All candidates will be considered on their ability to meet the requirements of the Person Specification		All factors will be assessed via application and interviews. Applicants may be required to do a presentation on a defined topic.
	ESSENTIAL	DESIRABLE
Education and Qualifications	A-Level / HND or equivalent	Degree or equivalent
	Is willing to achieve within a year, the Certificate in Local Council Administration (CiLCA)	Holds CiLCA
	Full driver's license	Qualifications in a relevant subject, such as bookkeeping, accountancy, administration, procurement, cemetery management, etc.
Previous Knowledge and Experience	Knowledge of the roles of local government; Parish and County	Previous experience working in the local government sector / for town or parish councils
	Production of agendas and minutes	Knowledge of local government procurement legislation
	A good working knowledge of the planning system	Experience in managing a cemetery and knowledge of burial administration / procedures
	Setting and managing a budget using IT based financial systems	Experience of report budget to Council and / or submitting AGAR
	Accomplished track record of managing a website and social media	

	ESSENTIAL	DESIRABLE
	Experience using an extensive range of IT applications including; Word, Excel and accounting software (e.g. Scribe)	
	Experience of procuring goods and services and managing contractors	Experience of managing property facilities including leisure amenities and assets
Skills	Ability to prioritise tasks and delegate workload	Able to interpret and implement complex procedural guidelines and instructions
	Ability to produce high quality written reports and analyse incoming information	Negotiation skills with a broad range of partners and stakeholders
	Excellent oral and written communication skills	Experience of dealing successfully with conflict and conflict resolution
	Strong analytical skills	
	Effective administrative and budget management skills	
	Confident public speaker	
Qualities	Committed to excellent customer service and serving the community	The ability to run multiple projects and delegate whole or part of projects to others
	The ability to act impartially in a political environment	The ability to demonstrate a proactive approach to external change that might affect the Council's operations
	Awareness of the confidential nature of council business and the ability to handle sensitive information with integrity and discretion	
	The ability to be creative with solutions and approaches to issues and problems	