

Person Specification - Clerk to the Council and Responsible Financial Officer

	Essential	Desirable
Educational qualifications	<p>5 GCSEs or equivalent, including Maths and English</p> <p>3 A levels</p>	<p>Educated to degree level</p> <p>Certificate in Local Council Administration or a commitment to obtain once in post</p> <p>A recognised qualification in accountancy or local government administration</p>
Work Experience	Experience of working within a local authority	<p>Experience of working with elected members</p> <p>Experience of supervising staff</p>
Skills and knowledge	<p>Good ICT skills including Outlook, Word and Excel</p> <p>Experience of preparing agendas and producing accurate minutes</p> <p>Experience of maintaining financial records and a working knowledge of accounting procedures</p>	<p>A working knowledge of social media</p> <p>A working knowledge of maintaining a website</p>
Developing relationships	<p>Able to develop good relationships with councillors, residents and other organisations</p> <p>Good communication skills, both oral and written</p>	Willingness to act as the Council's representative.
Other	<p>Flexible attitude to work; able to attend evening meetings</p> <p>Availability of a vehicle with license and insurance</p>	