

**PERSON SPECIFICATION FORM –  
JOB TITLE: CLERK TO THE COUNCIL and RESPONSIBLE FINANCIAL OFFICER**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Good general standard of education.	x		
Possess the Certificate in Local Council Administration (CiLCA) or be willing to attain it.		x	
Be prepared to undertake additional training as necessary.	x		
Be able to meet the statutory requirements of the Council in issuing notices of meetings, agendas, Minutes and correspondence	x		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Similar experience in an administrative role	x		
Experience of Local government structure and processes		x	
<b>Knowledge/Skills/Abilities/Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Possess good command of English language, write clearly & concisely, speak clearly and effectively.	x		
Excellent organisation skills - achieve and maintain varying strict deadlines and prioritise workloads.		x	
Plan and work efficiently under pressure.		x	
Be capable of exercising tact, diplomacy, discretion and assertiveness, with Councillors, members of the public and representatives of outside agencies.	x		
Be adaptable and able to respond to changing demands and circumstances.		x	
Be willing to work during the evening and some unsocial hours (as the Parish Council meets during the evening).	x		
Take part in the delivery of events, attend evening/weekend meetings/conferences at District and County offices and be flexible to work additional hours to cover this.		x	
Work effectively in a team and be able to relate well to colleagues.		x	
Contribute to the aims and objectives of the Council.		x	

Working knowledge of Local Government financial matters, a sound working knowledge of local government law, procedures, functions and structures.		x	
Have knowledge of financial management, procedures and controls and have the ability to prepare budgets and ongoing control of them.		x	
Ability to undertake risk assessments		x	
Undertake research effectively and initiate debate on policy matters.			x
Working knowledge of current IT and computer systems (such as Microsoft Word and Excel). Experience in research, using search engines and the internet.	x		
Own Transport		x	
Knowledge or experience in updating a web site and producing a newsletter.		x	
Ability to project positive image of Parish Council and local community.	x		
Project management skills.			x