

Person Specification

Clerk and Responsible Financial Officer

	Essential	Desirable
Educational Qualifications	Good general education: 5 GCSEs or equivalent including English and Maths	Certificate in Local Council Administration or Certificate of Higher Education in Community Governance Educated to degree level
Work Experience	Experience of taking minutes Financial management experience Experience of dealing with difficult people / confrontational circumstances	Previous local government experience Experience of producing financial monitoring reports Experience of managing buildings Experience of dealing with the public Experience of managing staff Working knowledge of local government and the public sector
Skills and Aptitude	A high standard of IT literacy Ability to develop productive working relationships with councillors Good communication skills both written and oral: The ability to write clear, concise	The ability to adapt to change

	<p>reports and give clear verbal advice in formal meetings</p> <p>Able to analyse, interpret and produce reports</p> <p>Good organizational and timekeeping skills together with the ability to be self-motivated</p> <p>Flexible and pro-active approach</p>	
Other	<p>Willingness to work evenings when the council meets and at other times when needed</p>	<p>Ability and means to travel around the parish</p>