

Clerk / Responsible Finance Officer

Personal Specification

Attributes	Essential	Desirable	Demonstrated By
<p>Qualifications:</p> <p>Good standard of education and written English and Maths</p> <p>CILCA Certificate in Local Council Administration</p> <p>ILCA Introduction to Local Council Administration</p> <p>FILCA Financial Introduction to Local Council Administration</p> <p>Membership of Society of Local Council Clerks</p> <p>Health & Safety in the workplace</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Certificate</p> <p>Certificate</p> <p>Certificate</p> <p>Certificate</p>
<p>Skills and Knowledge:</p> <p>Knowledge of Health & Safety and able to produce and review Risk Assessments</p> <p>Competent in the use of Microsoft package 365,</p> <p>Competent in the use of the agreed Finance IT System (currently Rialtas)</p> <p>Project management skills</p> <p>Able to interpret and implement procedural guidelines and statutes</p> <p>Undertake research, analyse data, produce written reports and letters</p> <p>Knowledge of issues around IT and Data Security</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>Experience:</p> <p>Knowledge of the local government sector</p> <p>Budget / financial management, maintain accounts, interpret and analyse management accounts and produce reports</p> <p>Knowledge of tendering process to gather estimates & award contracts, as directed by the Parish Council and monitor contractors</p> <p>Proven organisational and administrative skills, producing agendas, minutes and reports</p> <p>Presentational skills, able to speak confidently in a public forum</p> <p>Able to prioritise workload and work to deadlines</p> <p>Current UK Driving Licence – no more than 6 penalty points and must have use of car</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application/ Interview</p>

<p>Attitude and Disposition:</p> <p>Confident communicator and negotiator</p> <p>Flexible approach, able to work irregular hours and attend evening meetings</p> <p>Work on own initiative also be a team player with ability to work well with others</p> <p>Able to represent the Parish Council when requested</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Personal Development</p> <p>Willingness to undertake training to maintain and extend knowledge of the role</p>	<p>✓</p>		<p>Interview</p>