

Person Specification for the post of Clerk and RFO to the Council

Spratton Parish Council

Clerk to the council and Responsible Finance Officer

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement. • Previous experience of working as a Parish Clerk and RFO or of working for a local authority (parish or town council) or similar body, including financial experience. • Demonstrates high literacy and numeracy skills. • Demonstrable experience of formal Committee work, agenda preparation and minute taking. • Evidence of policy and strategy advice and development. • Relevant organisational and administrative experience in a structured environment. • Leadership and staff management experience. • Experience of dealing with the public and working on own initiative. • Experience of budget setting, monitoring processes, controls and financial management reports. • Strategic financial management experience in a complex environment. • Experience of financial forward planning.	• Cemetery management experience

Knowledge

- Knowledge of local government responsibilities, system and procedures.
- Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.
- Knowledge of employment and health and safety law and data protection.
- Knowledge of local government financial systems and procedures.
- Knowledge of the governance and financial framework in which the Council operates.
- Knowledge of budget setting, audit and monitoring processes and financial management reports.
- Knowledge of insurance procedures and financial risk assessment.
- Working knowledge of accounts and payroll systems and procedures and computer packages.
- Working knowledge of procurement processes within a public sector setting.
- Implementation of financial systems and controls to prevent bribery and corruption.
- Knowledge of local area.
- Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.
- Experienced user of Scribe accounts

Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.
- Must have a high level of resilience and be able to continue to achieve desired outcomes whilst under pressure.
- Flexible, pro-active and hands on approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.
- Confident and approachable manner when dealing with councillors and members of the public.
- Ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.
- Business perspective and acumen.
- Ability to interpret political drivers.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- Excellent written and oral communication and presentational skills.
- Ability to form and maintain sound working relationships.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to develop, implement and monitor effective systems and procedures.
- Ability to organise and prioritise own and others work.
- Articulate speaker in public.
- Confident with ability to represent council at official engagements.
- Experienced at using Scribe accounts.

- Management skills with ability to monitor performance of others to achieve targets and meet deadlines.
- Be able to show ability to work in a logical manner and to strict deadlines.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.

Special Conditions

- Willingness to work and/or attend Committees and other meetings and functions in evenings, this is in addition to the standard monthly full council meetings.
- Willingness to travel to meet contractors on site in the village as required. (travel expenses met as per contract)
- Prepared to work varied hours to meet the needs of the post.
- Required to live within reasonable commutable distance of Spratton and be prepared to attend meetings in person due to intermittent wifi.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.