

Person Specification: Parish Clerk and Responsible Financial Officer

Competencies E-essential D- desirable		How Assessed
<p>Qualifications / Education / Certification</p> <p>5 GCSEs (or equivalent) at grades A-C including Maths & English.</p> <p>2 A level (or equivalent) passes at grades A*-C</p> <p>A suitable degree or degree equivalent</p> <p>Certificate in Local Council Administration (CiLCA) or willingness to work towards obtaining this qualification.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>Original certificates</p> <p>Application form and interview</p>
<p>Experience in Administration and Finance</p> <p>3 years or more in administration and finance, preferably in a similar role.</p> <p>Preparing agendas and taking minutes.</p> <p>Setting and managing budgets and preparing financial statements.</p> <p>Placing and managing orders and invoicing for services provided.</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p>Staff management</p> <p>Experience in managing staff, including agreeing annual work plans and conducting reviews of performance.</p>	<p>E</p>	<p>Application form, interview and references.</p>
<p>Knowledge of Local Authority environment</p> <p>Understanding of the legal requirements governing the activities of a Parish Council.</p> <p>Some understanding of how Local Authorities work.</p>	<p>D</p> <p>E</p>	<p>Interview</p>
<p>Experience in managing projects to deliver required outcomes</p> <p>Ability to ensure progress is maintained and deadlines met.</p> <p>Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements / aspirations.</p>	<p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p>Skills and Abilities</p> <p>Good IT skills, enabling use of internet, emails, word processing, financial spreadsheets and website administration.</p> <p>Good at communicating clearly and working with a range of people in different roles.</p> <p>Able to write clearly and accurately.</p> <p>Excellent skills in organising own workload, and meeting deadlines.</p> <p>Diplomatic and tactful, and able to show political sensitivity.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, interview and references</p>
<p>Other</p> <p>Prepared to attend monthly evening meetings of Council and some committees and, on the rare occasion, weekend events as required.</p> <p>Full Driving Licence.</p> <p>Living within 10 miles of Charlton Kings</p>	<p>E</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Application form</p>