

Person Specification for the post of Clerk to the Council

CADEBY PARISH COUNCIL

CLERK & RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL PERSON SPECIFICATION

Factor	Essential	Desirable
<i>Qualifications and experience</i>	<ul style="list-style-type: none">• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.• Evidence of policy and strategy advice and development.• Relevant organisational and administrative experience in a structured environment.• Demonstrable experience of formal Committee work, agenda preparation and minute taking.• Experience of budget setting, monitoring processes, controls and financial management reports.• Sound budget preparation, management and financial control systems experience.• Experience of financial forward planning.• Successful implementation of equality and performance management systems.• Project management experience.	<ul style="list-style-type: none">• Educated to degree or HND level.• ACIS qualified.• Previous experience of working for local authority or similar body.• Experience of dealing with the public and working on own initiative.
Knowledge	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Knowledge of local area.• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.

- 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.

Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.
- 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.
- Be community focussed.
- Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.
- 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 concise informative reports.
- Articulate speaker in public.

- Ability to develop, implement and monitor effective systems and procedures.
- Ability to organise and prioritise work.
- Management skills to achieve targets and meet deadlines.
- IT literate (Level 3 IT qualification or equivalent) 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.
- Prepared to work varied hours to meet the needs of the post.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.