



Parish Clerk & Responsible Financial Officer Person Specification

Method of assessment will be certificates, application form, or interview, as appropriate.

COMPETENCY	ESSENTIAL	DESIRABLE
Education, professional qualifications, and training.	Educated to 'A' Level standard or equivalent with GCSEs or equivalent in English and Maths.	Certificate in Local Council Administration (CILCA) (or must be prepared to work towards obtaining it within 18 months of appointment) Educated to degree level or equivalent Relevant management, legal, or finance qualifications
Knowledge and experience	Administration experience at a managerial level Experience of attendance at and servicing of formal meetings, including agenda preparation and minute & report writing Budget preparation & management experience Good working knowledge of MS Office and excellent IT skills Experience of dealing with the public in a positive manner Staff/people management experience	Experience of working in local government, preferably as a town or parish clerk or deputy clerk Knowledge of accounting practices and use of accounting software. Experience of VAT, invoicing & payroll Knowledge and experience of Edge IT accounting software Procurement, project & contract management experience Experience of community engagement & public consultation Experience of risk assessment & risk management Experience of managing fixed assets Knowledge of Harbury & local area

<p>Abilities and skills</p>	<p>Ability to work independently and pro-actively, using initiative</p> <p>Excellent organisational and time-management skills, ability to prioritise and meet deadlines.</p> <p>Excellent & effective communication skills both orally and in writing.</p> <p>Ability to analyse and evaluate information logically and solve problems.</p> <p>Ability to remain impartial & provide professional advice.</p> <p>Strong inter-personal skills with the ability to work collaboratively as well as on your own.</p>	<p>Ability to interpret legislation and implement policies.</p> <p>Experience of producing newsletter content.</p> <p>Experience of website content management and use of social media as a method of community engagement.</p>
<p>Personal qualities</p>	<p>Flexible, reliable and self-motivated</p> <p>Friendly and approachable and displays empathy</p> <p>High level of integrity and able to keep confidences</p> <p>Commitment to public service</p> <p>Attention to detail and accuracy</p> <p>Calm & professional manner including under pressure</p> <p>Willingness to work some evenings</p> <p>Committed to Continuous Professional Development</p>	