

CLERK AND RESPONSIBLE FINANCIAL OFFICER – KELVEDON PARISH COUNCIL

PERSON SPECIFICATION

		Essential	Desirable
1.	Education and Training		
	Good general education to at least GCSE level.	E	
	Certificate in Local Council Administration (CiLCA) or be willing to work towards achieving this qualification.	E	
	Experience of financial management in the public sector.		D
	A recognised qualification in local government administration.		D
2.	Experience Required		
	Previous local government experience.		D
	Experience of working in an office environment, undertaking a similar administrative role.	E	
	Experience in a supervisory position with responsibility for staff.	E	
	Working knowledge of monitoring, setting budgets and financial processes and systems in a local government setting.		D
	Working knowledge of health & safety, risk management, insurance requirements and the ability to ensure statutory compliance.	E	
	Working knowledge of Data Protection and related legislation in the public sector		D
	Experience of developing and implementing processes and systems.	E	
	Experience of researching and analysing information and preparing summary information for all levels.	E	
	Experience of maintaining a website.		D
3.	Skills required on appointment in order to carry out the job		
	Ability to work on own initiative.	E	
	Awareness of local government structure and procedures.	E	

	<p>Excellent organisational skills in order to manage and prioritise a changing workload to meet deadlines and customer expectation in an office administrative environment.</p> <p>Work well with others and the ability to cope with differing views.</p> <p>Ensure statutory compliance to demonstrate openness, transparency, and confidentiality.</p> <p>Demonstrate ability to communicate positively, diplomatically and effectively with Council Members, customers, suppliers and the public.</p> <p>Portray a positive image of the Council and seek to ensure that image is maintained.</p> <p>Articulate matters clearly and concisely with focus.</p> <p>Ability to listen and take effective notes at meetings to produce minutes and carry out decisions.</p> <p>Deal with correspondence in an effective and professional manner.</p> <p>Ability to produce and publish public facing information to a high standard.</p> <p>Experienced user of Microsoft Word, Excel and email, and other general computing applications.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
4.	Other Requirements		
	Attendance at regular evening meetings.	E	
	Maintain a high ethical standard.	E	
	Work flexibly as work demands dictate.	E	
	Ability to maintain good relationships with Councillors, contractors and public.	E	
	Keep up to date with legislation, other relevant regulations and procedures.	E	
	Attend training relevant to the post.	E	
	Ability to travel within the parish as necessary.	E	