



CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of working for local authority or similar body including project and financial management and planning • Willingness to undergo training as required, including Certificate in Local Council Administration (CiLCA) 	<ul style="list-style-type: none"> • CIPFA, ACCA or equivalent
Knowledge	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, systems, regulations and governance, or willingness to train within 8 months • Working knowledge of basic accounts and payroll systems (training available) • Understanding of employment, health & safety and data-protection legislation. 	<ul style="list-style-type: none"> • Knowledge of local area, or willingness to learn • Understanding of importance of good public relations
Qualities and Attitudes	<ul style="list-style-type: none"> • Trustworthy • Reliable • Self-reliant & self-motivated • Organised • Ability to work to deadlines, but to be flexible when required • Appreciation of the value of community, and desire to work to enhance 	<ul style="list-style-type: none"> • Personable • Enthusiastic
Skills and Abilities	<ul style="list-style-type: none"> • High degree of literacy and numeracy • Ability to take effective notes and summarise actions coherently in minutes • Sound written and oral communication and presentation skills with the ability to communicate effectively with others at all levels both internally and externally • Ability to form and maintain sound working relationships, including working in a team • Ability to implement and follow correct procedures for confidential information 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Flexibility on working hours to meet varying workload • Willingness and ability to travel to Sunningwell when required 	<ul style="list-style-type: none"> • Willingness to be available outside set hours