

## PERSON SPECIFICATION FOR A CLERK AND RESPONSIBLE FINANCIAL OFFICER FOR OLIVER'S BATTERY PARISH COUNCIL

It is understood that those interested in this post may not have all the qualifications, knowledge and experience required at the time of appointment. The person appointed will be supported by the Council to fill any gaps through attending training or by the use of other methods agreed with the Council.

		<i>Essential</i>	<i>Desirable</i>
<i>Knowledge/qualifications/experience</i>			
GCE 'O' Level/GCSE equivalent	English & Maths	X	
	5 including English & Maths		X
Local government administration	Qualified, or progressing towards CiLCA qualification or willing to undertake and achieve CiLCA within 2 years	X	
Financial management	Experience of financial matters, preparing and presenting management accounts	X	
	Experience of working as a Responsible Financial Officer or equivalent		X
Local government/public sector	Some knowledge of local government/public sector	X	
	Experience of working as a Clerk to a Council		X
Relevant legislation	Some knowledge of relevant legislation	X	
Planning regulations	Some knowledge of the planning process		X
Projects	Some experience in managing small projects		X
<i>Skills</i>			
Organisation	Experience in prioritising and meeting deadlines	X	
	Experience of multitasking, analytical skills and problem solving		X
Computer	Experience of using word processing (eg Word), spreadsheets (eg Excel), websites, social media (eg Facebook and Instagram)	X	
	Experience in using presentation software (eg PowerPoint)		X

<i>Skills (continued)</i>		<i>Essential</i>	<i>Desirable</i>
Communication	Good verbal, written & listening skills	X	
Effectiveness	Ability to achieve goals	X	
Problem solving	Experience of using initiative to solve problems	X	
Meetings	Ability to prepare accurate minutes	X	
	Experience of protocols in meetings		X
Presentations	Ability to make presentations		X
<i>Abilities/Attitudes</i>			
Support	Provide advice & contribute to ideas/policies	X	
	Ability to carry out research	X	
Training	Willingness to undertake necessary training	X	
Team working	Ability to work collaboratively with others	X	
Positive attitude	Able to maintain a positive attitude	X	
Representative	Willingness to act as Council's representative	X	
<i>Other</i>			
Car driver	Use of a car to attend meetings and other business relating to the Council	X	
Location	Reasonable journey time to Oliver's Battery (Candidate to assess their ability to attend meetings)		X
Flexible hours	Ability to work flexibly, according to the business of the Council, within the hours agreed	X	
Home working	Ability to work from home and to store and retrieve papers relating to the Council	X	