

BIGBY PARISH COUNCIL

Person Specification for the Post Of Clerk & Responsible Financial Officer

	Essential	Desirable
Education	Good general education with a minimum of 5GCSEs to include Maths and English, Grade C / Level 4 and above or equivalent	
Skills and Knowledge	<p>Ability to create and efficiently manage own workload.</p> <p>Ability to advise, support and to communicate with elected members.</p> <p>Excellent IT skills including the ability to use a wide range of office software, including all facets of Microsoft Office, in particular Word and Excel</p> <p>Proven experience of budget setting, financial accounts and control, and VAT</p> <p>Excellent analytical, organisational and communication skills</p>	<p>Previous experience as a Parish / Town Clerk (or Deputy Clerk)</p> <p>Working knowledge and understanding of how a Parish Council operates, including procedures, roles, duties and responsibilities of Councillors, the Chair and the Clerk</p>
Personal Qualities	<p>Ability to deal with a wide range of people in an impartial and professional manner.</p> <p>Confident and able to work under pressure</p> <p>Able to work in a flexible manner, to anticipate problems and to find solutions</p> <p>Ability to work alone as well as with the Council and other bodies</p> <p>Able to work methodically and thoroughly on all</p>	

	Essential	Desirable
Other	<p>Able to attend evening Council meeting. (Usually once every 2 months)</p> <p>Be willing to attend training courses to maintain professional standards</p>	<p>Completion of or working towards ILCA and CiLCA qualifications</p>