

PERSON SPECIFICATION for the post of CLERK TO GRESFORD COMMUNITY COUNCIL/RFO

NB. ALL specifications set out here will be identified and assessed via a combination of evidence taken from the application form and information gleaned at interview (if shortlisted)

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> ▪ (If not already achieved) commitment to achieve the CiLCA qualification as soon as possible. ▪ Relevant experience in a related field, e.g. Local Government administration, or demonstrable employment at an equivalent level. ▪ At least 5 GCSEs, or equivalent; must include English and maths. ▪ Evidence of a commitment to continued professional development. 	<ul style="list-style-type: none"> ▪ Holds the CiLCA qualification. ▪ Relevant qualification in a related field, e.g. Local Government administration, or demonstrable employment at an equivalent level. ▪ Administration and bookkeeping qualifications. ▪ Previous Community Clerk experience. ▪ Experience of preparing reports and agendas and taking minutes to a high standard. ▪ Experience of line managing at least one other.
Finance	<ul style="list-style-type: none"> ▪ Experience of working in a relevant financial setting. 	<ul style="list-style-type: none"> ▪ Experience of preparation of accounts, budget setting and financial management/control and VAT. ▪ Experience of tender and grant funding processes. ▪ Experience of staff-related HMRC, pension, etc. requirements, or willingness to learn.
Knowledge and expertise	<ul style="list-style-type: none"> ▪ Significant experience of many aspects of administration in a local government or related work setting. ▪ High standard of both written and spoken English. ▪ Working knowledge and understanding of practice and functions Community Council, or similar organisation. ▪ Working knowledge of procedures, roles, duties and responsibilities of Community Councillors, or similar. ▪ Experience of working with other agencies. 	<ul style="list-style-type: none"> ▪ Experience of working with the public and a range of external stakeholders, including County Council officers. ▪ Knowledge of the local area and its community issues and concerns. ▪ Project management experience. ▪ Welsh language skills.
Information technology	<ul style="list-style-type: none"> ▪ Excellent working knowledge of email, electronic document management and MS Office - especially Word and Excel. ▪ Good understanding of, and expertise in, social media platforms and the ability to effectively maintain and update the Community Council website. 	<ul style="list-style-type: none"> ▪ Good working knowledge of other IT systems including virtual meeting packages. ▪ A flare for social media and website curation and posting. ▪ Experience of HMRC PAYE Real Time Information software.

	Essential	Desirable
Personal	<ul style="list-style-type: none"> ▪ Self-motivated with an ability to prioritise effectively, work to tight deadlines and see things through to a satisfactory conclusion. ▪ Flexible approach. Ability and willingness to undertake a range of different tasks, as required. ▪ Attention to detail and accuracy. ▪ Ability to work effectively and well with members of the public and a wide range of other people and organisations. ▪ Knows when to ask for help. ▪ Ability to be impartial and objective as appropriate to working with a Community Council or similar body. 	
Special Conditions	<ul style="list-style-type: none"> ▪ Willingness and capacity to work from home, creating a home office environment which meets employee health and safety requirements, where all papers and documents will be kept in a secure manner, and where the equipment provided by the Council for the purposes of home working can be effectively and safely used. ▪ Able and willing to work days, evenings and occasional weekends. 	<ul style="list-style-type: none"> ▪ Ability to drive; clean, valid driving licence and access to a suitable vehicle.