

Ogmore Valley Community Council

PERSON SPECIFICATION

Post: Assistant Clerk/Responsible Financial Officer

	Essential	Desirable
Qualifications	Good standard of education	GCSE/O & A Levels or equivalent
Experience	Basic Accounting	
	Administration	Public facing
	IT Systems and internet	
Knowledge/skills	Confidentiality	
	Microsoft literate	
	Excellent organisational skills	
	Excellent keyboard/typing skills	
	Communication/interpersonal	
	Self motivated/disciplined	
	Excellent people skills	
Other	To attend a council meeting as and when required	
	Represent the council at seminars/workshops/meetings/social events	
	Continual Professional Development	
	Work toward a qualification in 'Working with your Council' Society of Local Council Clerks	
		Hold a current clean driving licence