



Person Specification – Clerk and Responsible Financial Officer to the Community Council

Attributes	Essential (E) Desirable (D) Requirements
Experience	
Previous experience of clerical/admin duties	E
Proven experience of budget setting, financial control and VAT	E
Experience of working with computer accounting packages	E
Previous Community Council Clerk experience	D
Experience of Project Management	D
Experience of working within a local authority	D
Qualifications	
Educated to GCSE level, with a good standard of literacy and numeracy, ie Maths and English at grade C (equivalent to the new grade 4) or above	E
Completion of, or working towards the Certificate in Local Council Administration or other recognised related qualification(s)	D
Administration and Book Keeping qualifications	D

Attributes	Essential (E) Desirable (D) Requirements
Skills/knowledge	
Ability to produce accurate minutes	E
Good working knowledge of software packages including Microsoft Word and Excel and able to produce accessible documents	E
Ability to update websites	E
Ability to work unsupervised and organise own workload	E
Knowledge of all tiers of local government and their inter-relationship	E
Excellent oral and written communication skills	E
Ability to provide objective advice to Councillors in a timely and coherent manner	E
Ability to deal with people in an understanding an assertive manner	E
Ability to deal with matters on a confidential basis.	E
Knowledge of the Future Generations Act and the Five Ways of Working	E
An awareness of environmental issues	E
An interest in planning, urban design and place making	D
An interest in public health and well-being	D



Attributes	Essential (E) Desirable (D) Requirements
Personal Qualities	
Ability to work alone	E
A flexible and adaptable approach	E
A commitment to ongoing professional development	E
Willingness and ability to work evenings and occasional weekends (Community Council meetings normally run from 7:30pm to 9:30pm)	E
Attention to detail	E
A “can-do” attitude	E
Community orientated and outgoing personality	D
Equal Opportunities	
A knowledge, awareness and commitment to Equal Opportunities – Equalities Act – Accessibility Regulations	E

