



BERINSFIELD PARISH COUNCIL

PERSON SPECIFICATION FOR THE ROLE OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

This criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English and Maths	GCE 'O' level/GCSE grade C or equivalent as a minimum
Some financial management experience	Budgeting, keeping financial records
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. The Certificate in Local Council Administration (CILCA)
Computer skills.	Word processing, spreadsheets, internet, email etc.
Staff Management	Some staff management experience
Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People Skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer service
Problem solving skills	Initiative to solve problems.

Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings/weekend functions
Team player	Able to work well with others
Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CiLCA, Cert HE in Community Governance
Financial management	Experience of reading and presenting management accounts
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment law etc.
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer skills	Use of databases, website management, social media
Creative ability	Able to contribute to the design of newsletters/posters etc.
Presentation skills	Able to use equipment and speak confidently in public
Other	
Car driver	The village is well served by public transport, but it would be preferable to have access to a vehicle.