

## Clerk & Responsible Financial Officer - Person Specification

Requirements	Essential	Desirable
<b>Qualifications</b>		
Good general education with a minimum of GCSE English and Maths grade C and above or equivalent	✓	
Certificate in Local Council Administration or sector-specific qualification (must be prepared to study and achieve this qualification if not already held)		✓
<b>Experience</b>		
Demonstrable experience of general office administration	✓	
Experience of using Microsoft Office including Word, Excel Outlook	✓	
Experience of dealing effectively with the general public	✓	
Reliable and punctual	✓	
Knowledge of the Parish; understanding of current projects/ challenges		✓
Experience of managing community-led projects.		✓
Previous experience of working within a local council		✓
<b>Skills and Attributes</b>		
<b>Personal qualities</b>		
Must be well organised and well presented	✓	
Self-motivated, committed and enthusiastic about providing high quality services to the local community	✓	
Must have excellent communication skills, including oral, written and listening skills, and an ability to speak in a public forum	✓	
Excellent time management skills and the ability to prioritise work	✓	
Strong organisational skills with the ability to multi-task	✓	
Managing multiple and changing priorities at once	✓	
Strong interpersonal and team-working skills	✓	
High level of discretion and judgment	✓	
Ability to work on own initiative without supervision	✓	
Practical and flexible approach to work and problem solving	✓	
Able to contribute to the development of the Council		✓
Ability to generate ideas and consider strategic issues		✓
<b>Relationships</b>		
Requires excellent interpersonal skills and the ability to communicate effectively with staff, councillors, other local government officers and councillors, and the wider community at all levels	✓	
Ability to manage small team of staff	✓	
<b>IT Skills</b>		
Accurate keyboard skills	✓	
Basic understanding of websites		✓
Experience of social media pages		✓

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<b>Administrative</b>		
Ability to prepare accurate and concise reports, minutes/agendas	✓	
An ability to use tact and diplomacy where relevant	✓	
Ability to respect and keep confidentiality	✓	
Experience in a relevant environment that involves proactively representing an organisation at meetings, and working in partnership to develop strong relationships with other organisations	✓	
An ability to negotiate as and when required	✓	
Ability to work with the general public, including good telephone manner, ensuring excellent customer service is maintained	✓	
Knowledge of policies to meet all legal requirements i.e. in audit, insurance or risk management, Health and Safety at work procedures		✓
Experience of organising public meetings, taking minutes and producing minutes for publishing		✓
Experience of financial management procedures and control		✓
Awareness of the wider issues involved in local government and civic matters.		✓
<b>Other</b>		
Ability to undertake regular evening work once per month, and willingness to undertake very occasional other evening or weekend work	✓	
Prepared to attend relevant (paid) development training to achieve the required qualification to undertake the duties of the post effectively	✓	
Able to attend conferences and other meetings on behalf of the Council	✓	
Full driving licence/use of a vehicle in order to attend premises around the parish, often at short notice eg Cemetery, Public Toilets,	✓	

25 March 2026