Person Specification for the post of Clerk to the Council/Responsible Finance Officer

MUDFORD PARISH COUNCIL

CLERK TO THE COUNCIL/RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION

Please note highlighted points are considered Essential. Al others are Desirable.

Qualifications and experience

• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.

• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.

• Relevant organisational and administrative experience in a structured environment.

• Experience of dealing with the public and working on own initiative.

• Evidence of policy and strategy advice and development.

• Leadership and staff management experience.

• Demonstrable experience of formal Committee work, agenda preparation and minute taking.

• Experience of budget setting, monitoring processes, controls and financial management reports.

• Successful implementation of equality and performance management systems.

• Project management experience.

• Previous experience of working for local authority or similar body.

Knowledge

• Knowledge and understanding of importance of good public relations and how to raise the Council’s profile in the community.

• Knowledge of local area.

• Knowledge of and commitment to local democracy and local government responsibilities and procedures.

• Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.

• Knowledge of employment and health and safety law and data protection.

• Knowledge of relevant accounting procedures.

Qualities and Attitudes

• Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.

• Flexible, pro-active and hands on approach to tasks.

• Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.

• Trustworthy with confidential information.

• Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.

• Ability to demonstrate tact and diplomacy.

• Community focussed.

• Commitment to the delivery of quality service.

• Demonstrable ability to work as part of a team.

• Ability and enthusiasm to adapt to change.

• Enthusiastic with innovative qualities.

• Business perspective and acumen.

• Ability to interpret political drivers.

Skills and Abilities

• Ability to communicate effectively with others at all levels both internally and externally.

• Excellent written and oral communication and presentational skills.

• Ability to form and maintain sound working relationships.

• Ability to work in a logical manner and to meet deadlines.

• Ability to organise and prioritise own work.

• IT literate, with sound working knowledge of MS Office, Excel and Windows packages.

• Articulate speaker in public.

• Strategic level organisational and administrative skills.

• Formal agenda preparation and minute taking skills.

• Ability to produce understandable and concise written reports on complex topics.

• Ability to develop, implement and monitor effective systems and procedures.

• Management skills with ability to monitor performance of others to achieve targets.

Special Conditions

• Willingness to work and/or attend Committees and other meetings and functions in evenings.

• Prepared to work varied hours to meet the needs of the post.

• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.