

HULLAND WARD PARISH COUNCIL
CLERK & RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION

Factor	Essential	Desirable
<i>Qualifications and experience</i>	<ul style="list-style-type: none"> • CiLCA (Certificate in Local Council Administration or be prepared to work towards obtaining it within 2 years of appointment. • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills. • Demonstrable experience of formal Committee work, agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports. 	<ul style="list-style-type: none"> • Educated to degree or HND level. • ACIS qualified. • Previous experience of working for local authority or similar body. • Experience of dealing with the public and working on own initiative. • Project Management Experience
Knowledge	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, system 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. 	<ul style="list-style-type: none"> • Knowledge of local area. • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.
Qualities and Attitudes	<ul style="list-style-type: none"> • Self-motivated and be able to work on own initiative. • Flexible, pro-active and hands on approach to tasks. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focussed. 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change. • Enthusiastic with innovative qualities.

- Ability to develop and maintain good relationships with councillors and members of the public.
- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.

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.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to organise and prioritise own work.
- Be able to show ability to work in a logical manner and to strict deadlines.
- IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel and Windows packages.
- Articulate speaker in public.

Special Conditions

- Willingness to work and/or attend all Council meetings, sub-Committees and meetings and functions in evenings including meetings with the Village Hall Management Committee.
- 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.

Factor	Essential	Desirable
<i>Qualifications and experience</i>	<ul style="list-style-type: none"> • Experience of financial forward planning. • Previous experience of working for local authority or similar body in a financial role. 	<ul style="list-style-type: none"> • Experience of Committee work or similar.
Knowledge	<ul style="list-style-type: none"> • Knowledge of local government financial systems and procedures. • Knowledge of the governance and financial framework in which the Council operates. • Knowledge of budget setting, audit and monitoring processes and financial management reports. • Knowledge of insurance procedures and financial risk assessment. • Working knowledge of accounts • Working knowledge of procurement processes within a public sector setting. • Implementation of financial systems and controls to prevent bribery and corruption. 	<ul style="list-style-type: none"> • Knowledge of the operating environment of the Council.