

Person Specification – Probus Parish Council



Probus Parish Council

Post : Clerk and Responsible Financial Officer (RFO)

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy. - Good working knowledge of IT systems - Prepared to undertake training as identified by the employer/Council - Certificate in Local Council Administration or willingness to obtain within an agreed timescale - Commitment to personal development 	<ul style="list-style-type: none"> - Completion of Certificate in Local Council Administration(CiLCA) or other recognised related qualification - Administration and/or Bookkeeping qualifications
Abilities/Knowledge/Experience: Practical and Intellectual Skills	<ul style="list-style-type: none"> - Experience of working in an office and dealing with the general public - Good working knowledge of Microsoft Office - Ability to communicate effectively, orally, in writing and electronically - Knowledge and understanding of Equal opportunities legislation and employment law - Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council - Ability to work effectively on your own or in a team - A good working knowledge and understanding of Local Government structure and practices - Experience of advising and servicing 	<ul style="list-style-type: none"> - Previous parish clerk experience - Previous Burial Board experience - Confident public speaker - An awareness of the advantages that new technology could have on the servicing of Council and its committees - Knowledge of computer accounting package - Experience of managing a small team - Experience of financial management and reporting

	<p>committees and working with members</p> <ul style="list-style-type: none"> - A sound knowledge of GDPR and experience of processing data and confidential information. - Ability to manage performance, set targets & objectives - Competent in bookkeeping, financial management and administration (with experience of computer accounting packages) - Effective listening skills 	
<p>Personal style/attributes/other</p>	<ul style="list-style-type: none"> - Ability to use own initiative & experience to seek solutions - Open to new ideas, projects and concepts - Enthusiasm for delivering quality services to the community - Willingness to work evenings when Council or committees meet - Flexible and committed to the Council 	<ul style="list-style-type: none"> - Current driving license