

Hagworthingham Parish Council

Clerk & Responsible Financial Officer - Person Specification

Qualifications

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)

Experience

Demonstrable experience of general office administration

Experience of using Microsoft Office including Word, Excel, Outlook

Previous experience of working within a local council (desirable)

Skills and Attributes

Personal qualities

Must be well organised

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

Excellent time management skills and the ability to prioritise work

Strong organisational skills with the ability to multi-task

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

Relationships

Requires excellent interpersonal skills and the ability to communicate effectively with councillors and the wider community at all levels

IT Skills

Accurate keyboard skills with proficiency in Microsoft Office, word and excel

Basic understanding of websites

Administrative

Ability to prepare accurate and concise reports, minutes/agendas

An ability to use tact and diplomacy where relevant

Ability to respect and keep confidentiality

An ability to negotiate as and when required

Ability to work with the general public

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.

Other

Ability to undertake occasional evening work (around 8 meetings per year)

Prepared to attend relevant (paid) development training to achieve the required qualification to undertake the duties of the post effectively