



PERSON SPECIFICATION

Post Title: CLERK/RESPONSIBLE FINANCIAL OFFICER to the COUNCIL

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Proven office administration experience Experience of budgets and associated financial tasks. Experience of dealing with the public.	Experience of working within a Local Council, Local Authority, Public Service Organisation, Voluntary Sector Organisation or a Private Company.	Interview Reference
QUALIFICATIONS	GCSE's [Grade A-C] English Language and Maths or equivalent.	Introduction to Local Council Administration The Certificate in Local Council Administration	Certificates
TRAINING	Prepared to undergo any further training appropriate to the job; evidence of self development.		Interview
SKILLS AND KNOWLEDGE	IT – Working knowledge of a variety of software including spreadsheets, databases, DTP and graphic design etc. Excellent verbal and written communication skills, including ability to assimilate and present	Good working knowledge of data protection legislation, health and safety law Familiar with local government functions and procedures.	Application Interview References

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	complex information coherently and concisely.	An understanding of the issues relating to a semi-rural community.	
PERSONAL QUALITIES	<p>Can work independently, self-reliant and self-motivated</p> <p>Strong interpersonal skills - able to maintain good relationships with Councillors and the public</p> <p>Patient, trustworthy and diplomatic</p> <p>Ability to exercise sound judgement and lead by example</p> <p>Ability to problem solve</p> <p>Able to attend evening meetings and other anti-social hours and demonstrate flexibility as required.</p> <p>Commitment to continual professional development and a willingness to study</p>		Interview
CIRCUMSTANCES – PERSONAL	<p>Must be legally entitled to work in the UK.</p> <p>Prepared to work outside normal office hours.</p>		Sight of appropriate documentation as specified in interview letter.