SOUTH STOKE PARISH COUNCIL PERSON SPECIFICATION

Post Title: Clerk & Responsible Financial Officer

	Essential	**Desirable**
1. Education	Good general education: 5 GCSEs or equivalent including Maths and English. Agreement to undertake County Association Clerk training, and to study and work towards achieving CiLCA (NVQ style qual.) within three years.	Level 3 Qualification. E.g. A-level, NVQ3. CiLCA
2. Work Experience	Work experience in an organisational setting.	Experience as Clerk and RFO with a Parish Council Experience of financial and accounting systems. Experience of dealing with the public. Experience of formal meetings with agenda and minutes.
3. Skills/ knowledge and aptitude	Very Good communication skills, both written and spoken English. Sound IT skills, to include competent use of Microsoft Outlook, Word and Excel. Strong interpersonal skills, e.g. customer care, or able demonstrate the ability to develop these. Good administrative and organisational skills. Ability to form and maintain sound working relationships with colleagues, Councillors and the wider Community.	Website development and maintenance skills. An understanding of legislation, such as Local Government, Health & Safety, Public Liability, Equalities, Data Protection, and Freedom of Information.
4. Motivation	Able to work independently at home, unsupervised, effectively and efficiently under pressure, to meet deadlines and requests for information. Able to work as part of a team and the wider community.	Knowledge and understanding of the local area of South Stoke, and surrounding area. Commitment to public service.
5. Integrity	Highly Trustworthy with a strong understanding of confidentiality.	
6. Other	Able to attend evening meetings (usually 2-3 hours, within times of 6:30 p.m. – 10:30 p.m., and an average of one per month) and demonstrate flexibility as required.	Holder of Full driving licence with access to vehicle (for the purpose of setting up and attending meetings, and updating Parish Noticeboards).