**PERSON SPECIFICATION**

Clerk/ Responsible Financial Officer to Scaleby Parish Council

|  |  |  |
| --- | --- | --- |
|  *Competency* |  **Highly Desirable** |  **Desirable** |
| **Education, professional qualifications and training** | * High level of numeracy and literacy
* Completion or willingness to work towards the Certificate in Local Council Administration.
 | * Administration / book keeping qualifications
 |
| **Abilities: Practical and Intellectual skills** | * Ability to work effectively on your own and in a team
* A working knowledge and understanding of local government structure and practices
* Competent in book keeping and meetings administration
* Computer literacy
* Ability to communicate at all levels in the community both orally and in writing
* Excellent organisational skills
 | * Experience of dealing with the public
* Confident public speaker
* Knowledge of a computer accounting package.
* Experience of managing a small team.
* Past experience as a parish council clerk
* Experience of managing small projects
 |
| **Circumstances** | * Willingness to work evenings when council or committees meet.
* Willingness to undertake training
* Flexible and committed to the Council.
 | * Current driving licence
 |