**PERSON SPECIFICATION**

Clerk/ Responsible Financial Officer to Scaleby Parish Council

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| *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 |