# Charlton Horethorne and Henstridge Parish Councils

## PERSON SPECIFICATION

Post Title: Clerk and Responsible Financial Officer to Charlton Horethorne Parish Council and/or Henstridge Parish Council

Grade: Salary scale: starting at NJC scale point 7 for Charlton Horethorne and 18 for Henstridge

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| **Key Competences and Personal Qualities** |
| Prior knowledge and experience of a Parish Clerk role an advantage. The post requires a dedicated, energetic, efficient, organised, resourceful, innovative and flexible individual who can learn quickly.Effective interpersonal skills and an ability to communicate effectively with a wide range of people.Numerate and with a good eye for detail.Articulate in both the spoken and written word. |
| **Qualifications** |
| **Essential** | **Desirable** |
| * Relevant higher education qualification (AS level, BTEC, NVQ Level 4) or substantial equivalent professional experience
* ICT skills (particularly MS Outlook, Word, Excel and PowerPoint)
* Driving licence and use of own vehicle
 | * Certificate in Local Council Administration (CiLCA), including Section 7 (General Power of Competence)
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| **Work Experience** |
| **Essential** | **Desirable** |
| * Substantial years’ experience in the workplace in a management, administrative or similar capacity
* Working as part of a team
* Use of ICT including for administrative and financial purposes
* Report writing and minute taking
* Financial and resource management
* Office management
 | * Working with local communities and government, including local elected members
* Multi-agency work
* Project management and development
* Fundraising
* Communications and public relations
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| **Personal Knowledge** |
| **Essential** | **Desirable** |
| * Personal and time management skills
* Ability to interpret relevant documentation
* Financial/administrative systems
 | * Staff/team supervision
* Project planning and delivery
* Presentation skills
* Health & Safety as it affects the workplace and facilities management
* Local government
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| **Personal Qualities** |
| **Essential** | **Desirable** |
| * People skills (at ease in all work and social environments)
* Flexible and creative approach
* Self-motivated
* Integrity and honesty
* Patience and tenacity
* Able to multi-task
* Able to work independently and take the initiative
* Able to work evenings and some weekends
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| **Other** |
| **Essential** | **Desirable** |
| * Able to work and travel across the local area as required, with access to a car or other form of available transport
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