# 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) |
| **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 |
| **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 |
| **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 |  |
| **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 |  |