

Parish Council

**SADDLEWORTH**

**PERSON SPECIFICATION**

**Job Title:** Parish Clerk and Responsible Finance Officer

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|  | **Essential** | **Desirable** |
| **Education** | To hold the Certificate in Local Council Administration (CiLCA) or be willing to obtain it within six months of appointment | To have a degree or vocational qualification in a relevant discipline  To have a Certificate of Higher Education (Local Policy) |
| **Experience** | To have a minimum of three years’ experience of staff management and team leadership including the application of human resources procedures  To have experience of working as or supporting a Responsible Finance Officer (or equivalent) in budget planning, keeping accounts and generating financial reports.  To have experience of minute taking and servicing committee meetings. | To have experience as a Clerk or Deputy Clerk of a large parish or small town council.  To have experience of working in the public sector.  To have experience of advocacy and negotiation at a senior level.  To have experience of producing statutory returns including year-end and audit.  To have experience of being responsible for Health and Safety at Work procedures within a workplace.  To have experience of records management.  To have experience of project management and partnership working. |
| **Skills and Knowledge** | To have the ability to create and manage own workload in the light of competing and changing priorities and organisational challenges.  To be a flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners.  To have excellent analytical, organisational and numeracy skills.  To be proficient in standard office information technology (IT) packages including Word, Excel and PowerPoint.  To possess excellent communication skills both written and oral. | To have a working knowledge of local government law, administrative and committee procedures and the planning system. |
| **Personal Qualities** | To have a flexibility of approach and be open to innovative and creative ways of working.  To have the ability to deal with a wide range of people with diplomacy and tact.  To have a commitment to equal opportunities, diversity and community engagement.  To have the ability to work alone and as a member of a team.  To have a methodical and thorough approach to tasks.  To have the ability to anticipate problems and find solutions with a positive attitude.  To be confident and able to deal with pressure. | To have the ability to generate ideas and consider strategic issues.  To have an interest in any of the following:   * regeneration/public realm * conservation/land management * the arts * the environment * local history |
| **Other** | To have the ability to attend evening meetings and a willingness to work at weekends if necessary.  To have the ability and willingness to travel widely within the county for training and development purposes. | To have the ability to drive and provide own transport (mileage allowance will be paid) |