

PERSON SPECIFICATION - CLERK AND RESPONSIBLE FINANCE OFFICER WEST CHILTINGTON PARISH COUNCIL

Attributes	Essential	Desirable
Education/Qualification		
CiLCA or prepared to study for CiLCA within first year	✓	
2 'A' Levels or equivalent		✓
Financial Qualification		✓
Skills and Knowledge		
Able to interpret and implement complex procedural guidelines and instructions	✓	
Able to produce summaries and reports for councillors after analysing incoming information	✓	
Fully conversant with IT experience – Microsoft Office suite (Word and Excel spreadsheets)		✓
Proven strong numerical skills	✓	
Employment Legislation and Health and Safety requirements	✓	
Be able to drive and hold a current UK driving licence	✓	
Previous Experience		
Previous experience of working with/for a Parish Council or Local Authority		✓

Knowledge of local government roles of County/District/Parish councils	✓	
Managing a budget and financial systems	✓	
Financial numeracy and analysis;	✓	
Attended & minuted meetings	✓	
Line Management/target setting/motivational skills	✓	
Managing staff		✓
Attitudes & Disposition		
Persuasive and confident communicator	✓	
Committed to excellent Service Delivery (Customer Care)	✓	
Flexible approach to work – good at multi-tasking	✓	
Ability to organise and prioritise own workload	✓	
Be able to work in isolation for a lot of the time	✓	
Able to work irregular hours; weekend courses, evening meetings etc.	✓	