

BEEFORD PARISH COUNCIL

Person Specification

Clerk and Responsible Financial Officer (RFO)

Factor	Essential	Desirable
Qualifications and experience	• Good level of literacy, writing and numeracy. • Good level of IT skills, in particular word processing, spreadsheets, emails and internet usage. • Be willing to work towards the Local Council Administration (ILCA) qualification, or have already obtained it. • Experience of dealing with the public and working on own initiative.	• Holds the Certificate in Local Council Administration or be prepared to work towards obtaining it. • Experience of working for local authority or similar body. • Experience of budgets and payroll • Experience of publishing information on websites
Knowledge	• Knowledge of basic accounting procedures and budgeting or a willingness to learn	• Understanding of what local councils are responsible for and how they work day-to-day. • Understanding of the rules, processes and legal requirements that the Council must follow, including how local planning decisions are made. • Basic understanding of employment law, health and safety requirements, and data protection rules.

Qualities and Attitudes	• Self-reliant and self-motivated. • Flexible, pro-active and hands on approach to tasks. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focused. • Ability to develop and maintain good relationships with Councillors, external bodies, contractors and the public. • Ability to work as part of a team.	• Ability and enthusiasm to adapt to change.
Skills and Abilities	• Ability to communicate effectively with others • Sound written and oral communication skills. • Ability to form and maintain sound working relationships. • Good organisational and administrative skills. • Agenda preparation and minute taking skills or ability to learn. • Ability to produce written reports. • Ability to organise and prioritise own and others work. • Be able to work in a logical manner and to deadlines.	• Articulate speaker in public. • Ability to develop, implement and monitor effective systems and procedures.
Special Conditions	• Willingness to work and/or attend Committees and other meetings and functions in evenings. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.	