

LITTLE GADDESSEN PARISH COUNCIL

PERSON SPECIFICATION for CLERK TO THE COUNCIL (including the role of Responsible Financial Officer)

Factor	Desirable	Essential
Attainments	<ul style="list-style-type: none">• Holder of the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.• Relevant organisational and administrative experience in a structured environment.• Experience of formal Committee work, agenda preparation and minute taking.• Experience of budget setting, monitoring processes, controls and financial management reports.• Project management experience.	<ul style="list-style-type: none">• High literacy and numeracy skills.• Experience of dealing with the public and working on own initiative.
Knowledge	<ul style="list-style-type: none">• Knowledge of the governance, operational and legal and financial framework in which the Council operates including local authority planning procedures.• Knowledge of health and safety law and data protection.• Knowledge of the local area.• Knowledge of budget setting, audit and monitoring processes.• Knowledge of insurance procedures and financial risk assessment.• Working knowledge of accounts and payroll systems and procedures and computer packages.• Working knowledge of procurement processes within a public sector setting.	<ul style="list-style-type: none">• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.

Qualities and Attitudes

- Flexible, pro-active and “hands on” approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment.
- Community focussed.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Proven ability to work as part of a team.
- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Proven ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.
- Business perspective and acumen.
- Sensitivity to working in a political environment.

Skills and Abilities

- High interpersonal skills with ability to form and maintain sound working relationships with others.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to develop, implement and monitor effective systems and procedures.
- Understanding of the basics of updating and publishing information on a web site
- IT literate with sound working knowledge of MS Office, Excel and Windows packages, email.
- Ability to organise and prioritise own work.
- Be able to show ability to work in a logical manner and to strict deadlines.
- Sound written and oral and presentation and communication skills with the ability to communicate effectively with others at all levels both internally and externally.

Special Conditions

- Willingness to work and/or attend meetings and functions in evenings, Committees and other
- Car driver/owner.
- 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.

