 **Kingswear Parish Council**

**Person Specification - Parish Clerk and Responsible Financial Officer**

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| **Key Criteria** | **Essential** | **Desirable** |
| **Education / Qualifications** | * High level of numeracy and literacy. * Holds or willing to obtain the Certificate in Local Council Administration (CiLCA) within 12-18 months of appointment. | * Relevant, recognised professional qualifications (for example in administration, finance, health & safety). |
| **Work Experience** | * Experience of providing administration support to a high standard and working collaboratively with a team. * Experience in managing projects to deliver required outcomes | * Experience of agenda setting, taking minutes and serving a committee * Health and Safety * Experience of undertaking risk assessments * Facilities management * Writing grant funding management |
| **General Skills / Knowledge and Aptitude** | * Competent use of Microsoft Office – Outlook, Word and Excel * Excellent administrative and organisational skills including ability to organise own work, meet strict deadlines, set priorities and self-motivate * Familarity with basic accounting procedures, including preparing and monitoring budgets * Able to produce reports on a range of subjects including analysis of numerical data * Dealing with concerns and complaints from the general public * Understanding and commitment to equal opportunities and   confidentiality at all times | * Knowledge of local government law, administrative and committee procedures and planning law * Record keeping * Knowledge of managing and updating websites * Management of social media sites |
| **Management Skills** | * Ability to manage and supervise staff * Budget management * Project management * Ability to organize effective meetings |  |

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| **Communication Skills** | * Ability to communicate in a clear confident manner * Ability to work well with members of the public and community leaders with tact and diplomacy | * Ability to present to wide range of audiences |
| **Motivation** | * Ability to maintain good relationships with Councillors, colleagues, contractors and the public * Self-reliant and self- motivated * Ability to grow with the role and undertake training |  |
| **Strategic Thinking** | * Ability to consider the   long-term consequences of Council decisions | * Ability to develop and maintain a strategic plan |
| **Personal Qualities** | * Ability to be focused and take a wider view * Ability to have a calming influence in difficult situations but galvanise action when things are not happening |  |
| **Other** | * Able and willing to work specified and adhoc evening meetings as required. * Full driving licence and ability to travel around the Parish for work and related meeting and events. * Can demonstrate flexibility as required. |  |