 **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).
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| **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
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| **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
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| **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
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| **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
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| **Strategic Thinking** | * Ability to consider the

long-term consequences of Council decisions | * Ability to develop and maintain a strategic plan
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| **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
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| **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.
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