**Easton Parish Council – Clerk and RFO**

**Person Specification**

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| **Essential skills and knowledge** | **Desirable skills and knowledge** |
| Minimum 3 years experience and knowledge of the parish council sector with an appreciation of the role and strategic importance of the town and parish sector.A willingness to undertake training to gain the understanding of the legal and procedural issues surrounding them would be essential | Certificate in Local Council Administration (CiLCA) or other local administration qualification Minimum requirement is a willingness to train for the CiLCA. |
| **Skills & Knowledge**   * Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges * Advising, supporting and constructive communication with elected members * Excellent IT skills including the ability to use a wide range of office software, including Microsoft Office * Flexible team player with good interpersonal skills * Excellent analytical and organisational skills * Excellent communication skills both written and oral | **Financial skills**  Experience and knowledge of maintaining sound Parish Council finances and delivering Year End Audits. |
| **Personal skills**   * Ability to deal with a wide range of people in an impartial, diplomatic, polite and professional manner. * Flexibility of approach, open to innovative and creative ways of working * Ability to work alone and as a member of a team * Methodical and thorough approach to tasks * Ability to anticipate problems and find solutions with a positive attitude * Politeness, respect and credibility to deal with the public and   other local authorities or other  organisations   * To understand and respect working relationships | **Professional approach**   * Take instructions * Teamworking skills * Ability to act with integrity and impartiality |