**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 on legalities regarding decisions to be made, 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
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