

## Person Specification for the post of Clerk and Responsible Financial Officer to the Council

### BURTON OVERY PARISH COUNCIL

#### CLERK AND RESPONSIBLE FINANCIAL OFFICER TO THE PARISH COUNCIL

##### PERSON SPECIFICATION

Factor	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"><li>• Education/training/experience which demonstrates appropriate literacy and numeracy skills.</li><li>• Relevant organisational and administrative experience in a structured environment.</li><li>• Experience of assisting or advising a Committee or other group; agenda preparation and minute taking.</li><li>• Experience of budget setting, monitoring processes, controls and financial reports.</li></ul>	<ul style="list-style-type: none"><li>• Holds the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.</li><li>• Previous experience of working for local authority or similar body.</li><li>• Experience of dealing with the public and working on own initiative.</li><li>• Evidence of policy and strategy advice and development.</li><li>• Project Management experience.</li><li>• Financial experience in a structured environment.</li><li>• Experience of financial forward planning.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of budget setting, audit and monitoring processes and financial management reports, or demonstrate ability to learn this aspect, to local council standards.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of local area.</li><li>• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.</li></ul>

- Knowledge of parish council, including financial, responsibilities, systems and procedures, or demonstrate ability to learn to local council standards.
- Knowledge of using and updating a public facing website, or demonstrate ability to learn.

- Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures

### **Qualities and Attitudes**

- Self-reliant and self-motivated with the ability to , motivate others with minimal supervision.
- Flexible, pro-active and “hands on” approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and team.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed.
- Ability to work as part of a team and to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.

- Proven ability and enthusiasm to adapt to change.
- Sensitivity to working in a political environment.