

Mapleborough Green Parish Council

CLERK TO THE COUNCIL AND RESPONSIBLE FINANCE OFFICER

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.• Demonstrable experience of formal Committee work, agenda preparation and minute taking.• Sound budget preparation, monitoring processes, management and financial control systems experience.	<ul style="list-style-type: none">• Educated to degree or HND level.• Previous experience of working for local authority or similar body.• Experience of dealing with the public and working on own initiative.• Relevant organisational and administrative experience in a structured environment.
Knowledge	<ul style="list-style-type: none">• Knowledge of local government responsibilities, system and procedures.• Knowledge of budget setting, audit and monitoring processes and financial management reports.• Knowledge of insurance procedures and financial risk assessment.• Working knowledge of accounts and payroll systems and procedures and computer packages.	<ul style="list-style-type: none">• Knowledge of local area.• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.• Knowledge of data protection.• Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.• Implementation of financial systems and controls to prevent bribery and corruption.
Qualities and Attitudes	<ul style="list-style-type: none">• Self-reliant and self-motivated.• Flexible, pro-active and hands on approach to tasks.• Trustworthy with confidential information.• Ability to demonstrate tact and diplomacy.• Community focussed.• Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public.• Demonstrable ability to work as part of a team.• Commitment to quality service delivery.	<ul style="list-style-type: none">• Ability and enthusiasm to adapt to change.• Enthusiastic with innovative qualities.• Business perspective and acumen.• Enthusiastic and willingness to adapt to change.• Business perspective and acumen.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- Excellent written and oral communication and presentational skills.
- Ability to form and maintain sound working relationships.
- Formal agenda preparation and minute taking skills.
- High numeracy and analytical skills.
- Ability to organise and prioritise own workload.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Articulate speaker in public.
- Knowledge and experience of website development and maintenance.
- Ability to develop, implement and monitor effective systems and procedures.
Good presentational and reporting skills using relevant

Special Conditions

- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Prepared to work varied hours to meet the needs of the post.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.