

TOWEDNACK PARISH COUNCIL

CLERK / RESPONSIBLE FINANCIAL OFFICER

Person Specification

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy. - Good working knowledge of IT systems 	<ul style="list-style-type: none"> - Administration and/or finance/bookkeeping qualifications - Completion of Certificate in Local Council Administration (CiLCA) (or other recognised related qualification) or a willingness to obtain a relevant qualification within an agreed timescale - Commitment to undertake relevant training as identified by the Council
Skills/experience	<ul style="list-style-type: none"> - Experience of working in an office and dealing with the general public - Good working knowledge of office software for example, Microsoft Office and the use of the Internet - Good keyboard skills - Ability to communicate effectively, orally, in writing and electronically - Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council - Ability to work effectively on your own or in a team - Competent in bookkeeping, financial management and administration (with experience of computer accounting packages) 	<ul style="list-style-type: none"> - Previous experience as a parish clerk - Confident public speaker - Experience of advising and servicing councils/committees and working with members - An awareness of the advantages new technology can bring to the efficient operation of the Council - Knowledge of computer accounting software - Experience of managing a small team or contractors - Experience of financial management and reporting
General	<ul style="list-style-type: none"> - Current driving licence and access to own transport - Availability to work evenings for the effective operation of the Council - Flexible to meet changing demands to ensure the successful operation of the Council 	