PERSON SPECIFICATION

Clerk/ Proper Officer/RFO to South Witham Parish Council

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| Competency | **Essential** | **Desirable** |
| **Education/Professional qualifications/Training:** | High level of numeracy and literacy  5 GCSEs at Grade C/4 or above including English and Mathematics or equivalent | Completion, or working towards completion of the Certificate in Local Council Administration  Accountancy/Book-keeping qualifications |
| **Skills and Experience:** | Experience of administrative work and dealing with the public  Ability to work effectively on your own or in a team  A good working knowledge and understanding of local government structure and practices  Competent in book-keeping and administration (demonstrating high standard of computer literacy)  Ability to recognise political/legal consequences of any action being contemplated by members  Ability to communicate at all levels in the community both orally and in writing using tact and sensitivity  Competent in the use of Microsoft Office, including Word / Excel  Excellent organisational skills | Experience of preparing agendas and minutes  Experience of home/remote working  Experience of working in a public body/local authority  Experience of preparing budgets/budget monitoring/accounts  Experience in advising on legal/regulatory matters  Confident public speaker  Experience of managing staff/volunteers |
| Circumstances | Willingness to work evenings when council meets  Flexible and committed to the Council and its activities | Current driving licence |