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 publicAbility to work effectively on your own or in a teamA good working knowledge and understanding of local government structure and practicesCompetent 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 sensitivityCompetent in the use of Microsoft Office, including Word / ExcelExcellent organisational skills | Experience of preparing agendas and minutesExperience of home/remote workingExperience of working in a public body/local authorityExperience of preparing budgets/budget monitoring/accountsExperience in advising on legal/regulatory mattersConfident public speakerExperience of managing staff/volunteers |
| Circumstances | Willingness to work evenings when council meetsFlexible and committed to the Council and its activities | Current driving licence |