



## **PERRANUTHNOE PARISH COUNCIL**

### **PERSON SPECIFICATION**

**Post :** Clerk and Responsible Financial Officer (RFO)

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Education, professional qualifications and training	<ul style="list-style-type: none"> <li>- High level of literacy and numeracy.</li> <li>- Good working knowledge of IT systems</li> <li>- Certificate in Local Council Administration or willingness to obtain within an agreed timescale.</li> <li>- Prepared to undertake training as identified by the employer</li> <li>- Previous experience including agenda preparation and minute taking</li> <li>- Ability to run virtual meetings on Zoom or other platforms/Apps.</li> </ul>	<ul style="list-style-type: none"> <li>- Completion of Certificate in Local Council Administration (CiLCA) or other recognised related qualification</li> <li>- Administration and/or Bookkeeping qualifications</li> </ul>

<p>Abilities: Practical and Intellectual Skills</p>	<ul style="list-style-type: none"> <li>- Experience of working in an office and dealing with the general public</li> <li>- Good working knowledge of Microsoft Office</li> <li>- Ability to communicate effectively, orally, in writing and electronically</li> <li>- Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council</li> <li>- Ability to work effectively on your own or in a team</li> <li>- A good working knowledge and understanding of Local Government structure and practices</li> <li>- Experience of advising and servicing committees and working with members</li> <li>- Ability to interoperate and implement relevant legislation, policy and procedures.</li> <li>- Ability to produce clear, concise reports and give verbal advice in a formal setting.</li> </ul>	<ul style="list-style-type: none"> <li>- Previous parish clerk, or town clerk, experience</li> <li>- Confident public speaker</li> <li>- An awareness of the advantages that new technology could have on the servicing of Council and its committees</li> <li>- Knowledge of computer accounting package</li> <li>- Experience of managing a small team</li> <li>- Experience of financial management and reporting</li> <li>- Experience of managing websites.</li> </ul>
<p>Circumstances</p>	<ul style="list-style-type: none"> <li>- Willingness to work evenings and when Council or committees meet.</li> <li>- Ability to be flexible in working hours and location of work.</li> <li>- Committed to the Parish of Perranuthnoe and its Council.</li> <li>- Availability of own transport to use for work related travel.</li> </ul>	<ul style="list-style-type: none"> <li>- Current full driving licence.</li> </ul>