PERSON SPECIFICATION

Clerk/ Proper Officer/RFO to Carlton Scroop and Normanton 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  Finance/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  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  Competent in the use of Microsoft Office, including Excel  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 |