

PERSON SPECIFICATION

FRAMSDEN PARISH COUNCIL
CLERK & RESPONSIBLE FINANCIAL OFFICER

Essential skills and knowledge	Desirable skills and knowledge
Experience and knowledge of the parish sector	
<p>Basic knowledge of how a parish council and local government works.</p> <p>Willingness to train for the CiLCA or other relevant qualification.</p> <p>Willingness to undertake training to understand the legal and procedural issues surrounding the sector.</p>	<p>Experience and knowledge of parish councils and local government.</p> <p>Certificate in Local Council Administration (CiLCA) or other local administration qualification</p> <p>Knowledge and experience of the legal and procedural issues surrounding the sector</p>
Administration and IT competence	
<p>Basic understanding or experience of preparing agendas, minutes and reports</p> <p>Basic knowledge of wordprocessing (eg MS Word) and emails (eg gmail); and file management.</p> <p>Basic understanding of spreadsheets;</p> <p>Some experience of using internet for research and communications.</p> <p>Willingness to learn new skills and knowledge in this area</p>	<p>Experienced in preparation of agendas, minutes and reports using clear and concise English</p> <p>Detailed knowledge of MS Office or equivalent; and of file and information management.</p> <p>Experienced in using internet for research and communications in a public or parish sector context.</p>
Financial skills and knowledge	
<p>Basic understanding of financial accounts, book keeping, setting and monitoring budgets.</p> <p>Willingness to learn new skills and knowledge in this area</p>	<p>Experienced in financial accounting, reporting and budget setting in a public sector or publicly accountable context.</p>
Interpersonal skills	
<p>Willingness to deal with the public, local authorities or other organisations:</p> <ul style="list-style-type: none"> • Patience and the ability to listen • Take and give instructions • Teamworking skills 	<p>Experienced in dealing with the public, local authorities or other organisations:</p> <ul style="list-style-type: none"> • Essential skills, plus • Facilitation and negotiation skills
Personal skills	
<ul style="list-style-type: none"> • Self motivating 	<ul style="list-style-type: none"> • Essential skills, plus

<ul style="list-style-type: none"> • Good organisational skills • Able to prioritise • Flexibility for weekend/evening work 	<ul style="list-style-type: none"> • Able to meet targets and deliver to tight deadlines
<p>Communications and engagement</p>	
<p>Ability to communicate effectively to different audiences</p> <p>Willingness to attend meetings or events on behalf of the Council as required</p>	<p>Ability to communicate effectively to different audiences in different ways – face to face, in writing, online.</p> <p>Ability to manage events</p> <p>Ability to manage workshops</p>