

JEFFREYSTON COMMUNITY COUNCIL

CLERK/RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL - PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills • Evidence of policy and strategy advice and development • Relevant organisational and administrative experience in a structured environment. • Demonstrable experience of formal Committee work, agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports • Project management experience. 	<ul style="list-style-type: none"> • Previous experience of working for local authority or similar body • Experience of dealing with the public and working on own initiative.
Knowledge	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, system and procedures. • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Knowledge of employment and health and safety law and data protection. • Knowledge of relevant accounting procedures 	<ul style="list-style-type: none"> • Knowledge of local area • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the local community

Qualities & Attributes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision. • Flexible, pro-active and hands on approach to tasks. • Supportive - demonstrating loyalty and commitment to the organisation in past employment. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focussed. • Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public. • Commitment to the delivery of quality service. • Demonstrable ability to work as part of a team 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change. • Enthusiastic with innovative qualities.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with others at all levels both internally and externally. • Excellent written and oral communication and presentational skills. • Ability to form and maintain sound working relationships. • Strategic level organisational and administrative skills. • Formal agenda preparation and minute taking skills. • Ability to produce understandable and concise written reports on complex topics. • Ability to develop, implement and monitor effective systems and procedures. • Ability to organise and prioritise own and others work. 	<ul style="list-style-type: none"> • Articulate speaker in public.

	<ul style="list-style-type: none"> • Be able to show ability to work in a logical manner and to strict deadlines. • Sound working knowledge of MS Office, Excel and Windows packages 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. 	