

## JEFFREYSTON COMMUNITY COUNCIL

### CLERK/RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL - PERSON SPECIFICATION

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

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

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