



**OVERSTONE
Parish Council**



PERSON SPECIFICATION

CLERK TO THE COUNCIL / RESPONSIBLE FINANCIAL OFFICER

	Essential	Preferred
1. Educational Qualifications	<p>Good general education: A levels or equivalent and Grade C in Maths and English GCSE or equivalent.</p> <p>Computer Literate</p>	<p>Educated to degree or HND level or equivalent professional qualification in a related subject</p> <p>A recognised qualification in local government administration Certificate in Local Council Administration (CILCA)</p>
2. Work Experience	<p>Experience of working on own initiative and as part of a team</p> <p>Financial experience including budget setting, financial monitoring and control and audit compliance</p> <p>Experience of using manual/computerised accounting systems and Microsoft Office suite including Excel, Word, Outlook, etc</p> <p>Broad based experience of central administration functions.</p>	<p>Previous local government experience, direct experience in the town and parish council sector preferred.</p> <p>Experience of agenda setting, taking minutes and serving a committee</p> <p>Experience of undertaking risk assessments</p> <p>Experience of supervising staff and contractors</p>
3. Skills /knowledge and aptitude	<p>Excellent written and oral communication skills, public speaking and presentational skills</p> <p>Excellent administrative and organisational skills including ability to organise own work, meet strict deadlines, set priorities and self motivate</p>	<p>Knowledge of legal Health and Safety requirements</p> <p>Knowledge of Overstone and the surrounding area</p> <p>Website maintenance skills</p>

	<p>Excellent interpersonal skills including ability to motivate, train and develop others and foster good relationships with key partners</p> <p>Good analytical, investigative and problem solving skills</p> <p>Good project management skills.</p> <p>Ability to contribute to the strategic development of the Council</p> <p>Trustworthy with confidential information and honest.</p> <p>Understands planning and planning policies</p>	<p>Knowledge of Sustainable Urban Extensions, s106 and Community Infrastructure Levy payments</p>
<p>4. Motivation</p>	<p>Keen to maintain good relationships with councillors, contractors and public</p> <p>Self-reliant and self-motivated, able to work calmly under pressure and on own initiative</p> <p>Keen to work in the community and committed to community development</p> <p>Willingness to undertake training</p>	<p>Committed to work towards Local Council Award Scheme recognition.</p> <p>Willingness to act as the Councils representative</p>

5. Other Able to attend evening meetings and Car driver / owner demonstrate flexibility as required.