

**CATTERALL PARISH COUNCIL
CLERK AND RESPONSIBLE FINANCIAL OFFICER
PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
Education and Qualifications	<p>Good general education (5 GCSEs (or equivalent) at grades A-C including Maths and English.</p> <p>Hold Certificate in Local Council Administration or equivalent or be willing to work towards obtaining it</p>	<p>Degree in public administration or similar</p>
Skills, knowledge and Experience	<p>Experience of providing administration support to a high standard including servicing meetings</p> <p>Able to keep accurate financial records and prepare financial statements and reports</p> <p>Able to write clear and accurate reports and correspondence</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively</p> <p>Good IT skills, enabling use of internet, emails, wordprocessing, financial spreadsheets and website administration</p> <p>Excellent organisational skills, able to prioritise workloads and meet deadlines</p> <p>Able to supervise a member of staff, ensuring employment obligations are met</p> <p>Able to work on own initiative to research and deliver professional advice and information to the Parish Council and to plan and deliver agreed projects</p> <p>Understanding and commitment to equal opportunities</p>	<p>Experience of working in local government or as a parish clerk</p> <p>Experience of committee processes and procedures</p> <p>Experience of accounts and book-keeping</p> <p>Experience of organising public events and functions</p> <p>Experience in a management role</p> <p>Understanding of health and safety management</p>
Personal Qualities	<p>Able to maintain good relationships with councillors, other staff, the public, contractors and other external organisations</p>	

	<p>Able to project a positive image of the Parish Council and the local community</p> <p>Self-reliant and self-motivated</p> <p>Reliable and enthusiastic with an attention to detail</p>	
Other	<p>Flexible approach to hours and the ability to work evenings and weekends</p> <p>Willingness to undertake relevant training</p>	Full driving licence and use of vehicle

6 May 2022