



## CARSINGTON & HOPTON PARISH COUNCIL

### PARISH CLERK and RFO

### PERSON SPECIFICATION

#### Essential

#### Desirable

#### Qualifications and experience

- Education/training/experience which demonstrates high literacy and numeracy skills.
  - Relevant organisational and administrative experience in a structured environment.
  - Demonstrable experience of agenda preparation and minute taking.
  - Experience of budget setting, monitoring processes, controls and financial management reports.
- Previous experience of working for local authority or similar body.
  - Experience of dealing with the public and working on own initiative.
  - Experience of accountancy packages (notably Scribe)

#### Knowledge

- Knowledge of local government responsibilities, systems and procedures in which the Council operates including planning procedures
- Knowledge of local area.

#### Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results
  - Flexible, pro-active and hands on approach to tasks.
- Ability and enthusiasm to adapt to change.

- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.

**Skills and Abilities**

- Ability to communicate effectively with others at all levels
- Ability to produce understandable and concise written reports on complex topics.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Holds Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment subject to agreement with Members.

**Special Conditions**

- Willingness to attend meetings in evenings.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.
- Willingness to work from home.