



Person Specification: Parish Clerk and Responsible Financial Officer

Competencies E-essential D-desirable		How Assessed
Qualifications / Education / Certification		
5 GCSEs (or equivalent) at grades A-C including Maths & English.	E	Application form and interview
A suitable degree or degree equivalent	D	
Certificate in Local Council Administration (CiLCA) or willingness to work towards obtaining this qualification.	E	
Experience in Administration and Finance		
Recent experience in administration and finance	E	Application form, interview and references.
3 years or more in administration and finance, preferably in a similar role.	D	
Preparing agendas and taking minutes.	E	
Setting and managing budgets and preparing financial statements.	E	
Placing and managing orders and invoicing for services provided.	E	
Knowledge of Local Authority environment		
Understanding of the legal requirements governing the activities of a Parish Council.	E	Interview
Some understanding of how Local Authorities work.	D	
Experience in managing projects to deliver required outcomes		
Ability to ensure progress is maintained and deadlines met.	E	Application form and interview
Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements / aspirations.	E	
Skills and Abilities		
Good IT skills, enabling use of internet, emails, word processing, financial spreadsheets and website administration.		Application form and interview
Knowledge of finance software (Kniveton uses Scribe)		
Ability to update and maintain a website (Kniveton website based on Wix software)		
Good at communicating clearly and working with a range of people in different roles.		

Able to write clearly and accurately.		
Excellent skills in organising own workload, and meeting deadlines.		
Diplomatic and tactful, and able to show political sensitivity.		
Other		
Must be able to attend bi-monthly evening meetings of Council		Interview
Full Driving Licence		Application Form
Living within 10 miles of Kniveton Village		