Thornley Parish Council

PERSON SPECIFICATION
PARISH CLERK & RESPONSIBLE FINANCE OFFICER

	Essential	Desirable or Advantageous
1. Educational qualifications	Prepared to study/obtain CiLCA qualification if not already held.	A further education qualification in Finance or administration or similar.
2. Work Experience	Experience of working in an administrative or financial environment. Experience of supervising staff, ideally community, administration and manual staff.	Experience in Local Government. Knowledge of Committee Meeting procedures and the taking of minutes. Experience of dealing directly with the public.
3. Skills, knowledge and aptitude	Computer literate and able to use Microsoft Office programmes. Able to prepare and monitor budgets. Understand financial control procedures. The ability to provide objective advice to Councillors both verbally and in writing. The capability to manage the Council's website. Ability to understand the legal framework in which the Parish Council operates, including an understanding of health & safety, public liability, data protection, equalities, and freedom of information legislation.	Have a knowledge and understanding of: • Local Government procedures and the legal framework under which the Parish Councils operate. • Computerised accounting systems, burial and interment law and procedures. • Able to produce reports on financial and other subjects. Familiar with Social Media. Some presentational skills.
4. Motivation	Self reliant & self motivated and the ability to set priorities, delegate effectively and work unsupervised. Willingness to undertake training. Sound interpersonal skills.	Able to maintain good relationships with Councillors, contractors, the public and other agencies.
5. Other	Be prepared to attend evening meetings and demonstrate flexibility as required. Ability to communicate verbally and in writing.	Driving licence, car owner and ability to travel.