

# ALVINGTON PARISH COUNCIL

## PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>Prepared to work towards the Certificate in Local Council Administration</li> </ul>	<ul style="list-style-type: none"> <li>Degree or other relevant qualification.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Proficiency in managing finance.</li> <li>IT packages such as Word, PowerPoint, Publisher and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of effective team work with people from different backgrounds.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Proven administrator.</li> <li>Positive and engaging communicator.</li> </ul>	<ul style="list-style-type: none"> <li>Effective time manager.</li> <li>Concise and accurate report writer.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Organising meetings and writing minutes.</li> <li>Dealing with correspondence.</li> <li>Effective &amp; efficient use of resources.</li> <li>Preparing accounts and VAT records</li> </ul>	<ul style="list-style-type: none"> <li>Working at relevant level of local government.</li> <li>Budget setting and management.</li> <li>Contract management.</li> </ul>
Personal style and behaviours	<ul style="list-style-type: none"> <li>Treat people with respect</li> <li>Work on own initiative</li> <li>Pay attention to detail and accuracy.</li> <li>Manage conflicting demands whilst meeting deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Strive for highest levels of customer service.</li> <li>Commit to personal development</li> <li>Learn from others.</li> </ul>