

IGHTFIELD PARISH COUNCIL

Person Specification for the Post of Parish Clerk and Responsible Finance Officer

Essential	Desirable
Qualifications and Experience	
<ul style="list-style-type: none">• Good level of general education including GCSE English and Mathematics (or equivalent)• Experience in office administration, ideally in a public sector or local government setting.• Experience with financial management, budgeting, and accounting procedures.• Familiarity with office software (e.g., Microsoft Office, particularly Excel and Word)• Experience with managing and editing websites	<ul style="list-style-type: none">• A professional qualification in Local Government Administration, such as a CiLCA (Certificate in Local Council Administration).• Formal qualification in accounting or finance• Previous experience in a parish council or similar organization.
Knowledge and Understanding	
<ul style="list-style-type: none">• Understanding of the roles and responsibilities of a parish council, including governance and legal requirements.• Knowledge of financial management principles, including budgeting, accounting, financial reporting, and internal controls.• Awareness of relevant legislation affecting local government, including the Local Government Act, Finance Act, and Data Protection legislation.• Understanding of the preparation and management of agendas, minutes, and legal documentation.	<ul style="list-style-type: none">• Knowledge of the regulations and best practices regarding public sector financial reporting (e.g., AGAR - Annual Governance and Accountability Return).• Awareness of the National Association of Local Councils (NALC) guidance and policies.
Skills and Abilities	
<ul style="list-style-type: none">• Strong organisational skills with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.• High attention to detail, particularly in financial data and record-keeping.• Excellent communication skills, both written and verbal, with the	<ul style="list-style-type: none">• Ability to deal with difficult or sensitive situations professionally.

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<p>ability to engage with councillors, the public, and external stakeholders.</p> <ul style="list-style-type: none">• Ability to prepare and present reports clearly and concisely.• Strong problem-solving skills and ability to provide practical solutions to issues that arise.• Ability to work independently, using initiative.• A commitment to confidentiality and the secure handling of sensitive information.	
Personal Attributes	
<ul style="list-style-type: none">• Professional integrity and honesty, with a strong sense of responsibility.• Flexible and adaptable to changing circumstances or priorities.• A proactive and self-motivated approach to tasks.• Enthusiastic and passionate about supporting the local community and parish council.• Ability to maintain good working relationships with all council members and external stakeholders.	<ul style="list-style-type: none">• A willingness to undertake professional development and training as required for the role.• Ability to engage with and represent the parish council to the wider community effectively.
Other Requirements	
<ul style="list-style-type: none">• Ability to work from home and attend evening meetings as required.• Access to own transport, as some travel may be required within the local area.	

This Person Specification aims to outline the essential and desirable qualities and qualifications required for the role of Parish Clerk and Responsible Finance Officer. Applicants will be assessed based on their ability to meet these criteria through their application and interview.

November 2024