



Person Specification

Post : Clerk and Responsible Financial Officer (RFO)

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy. - Good working knowledge of IT systems - Certificate in Local Council Administration or willingness to obtain within an agreed timescale - Prepared to undertake training as identified by the employer 	<ul style="list-style-type: none"> - Administration and/or Bookkeeping qualifications
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> - Experience of working in an office and dealing with the general public - Good working knowledge of Microsoft Office - Ability to communicate effectively, orally, in writing and electronically - Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council - Ability to work effectively on your own or in a team - Ability and good working knowledge of bookkeeping, financial management and administration (with experience of computer accounting packages) 	<ul style="list-style-type: none"> - Previous parish clerk experience - Confident public speaker - An awareness of the advantages that new technology could have on the servicing of Council and its committees - Experience of financial management and reporting - Experience managing a website - A good working knowledge and understanding of Local Government structure and practices - Experience of advising and servicing committees and working with members
Circumstances	<ul style="list-style-type: none"> - Willingness to attend evenings where Council or committees meet. - Flexible and committed to the Council. - Facility to work from home as the main office base. - Ability to get to various locations within Ponsanooth Parish. 	<ul style="list-style-type: none"> - Current driving license