

# ROSLISTON PARISH COUNCIL

## Clerk/Responsible Financial Officer Person Specification

	Sections		E	D
1	<b>Skills, Knowledge and Aptitudes</b>	<p>The Clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>▪ Good listening, oral and literacy skills</li> <li>▪ Writing agendas and accurate concise minutes</li> <li>▪ Basic accounting skills</li> <li>▪ ICT including keyboarding skills</li> <li>▪ Organising their time and ability to work calmly to deadlines under pressure</li> <li>▪ Organising meetings</li> <li>▪ Record keeping, information retrieval and dissemination of data/documentation to the Parish Council and relevant parties</li> <li>▪ Using the internet to access and research relevant information, e.g., HMRC for PAYE</li> <li>▪ Developing and maintaining contacts with outside bodies</li> <li>▪ Knowledge of Parish Council procedures</li> <li>▪ Knowledge of local government legislation, guidance and legal requirements</li> <li>▪ Knowledge of the respective roles and responsibilities of the Parish Council</li> <li>▪ Knowledge of legislation relating to employment law</li> <li>▪ Knowledge of Data Protection/GDPR legislation</li> <li>▪ Website management</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
2	<b>Qualifications and Training</b>	<p>The Clerk should:-</p> <ul style="list-style-type: none"> <li>▪ Be able to demonstrate a willingness to attend appropriate training and development</li> </ul>	E	
3	<b>Experience</b>	<p>The Clerk should be able to produce evidence of:-</p> <ul style="list-style-type: none"> <li>▪ Relevant personal and professional development</li> <li>▪ Working in an environment where experiences included taking initiative and self-motivation</li> <li>▪ Working as a member of a team</li> </ul>	E	
4	<b>Personal Attributes</b>	<p>The Clerk should:-</p> <ul style="list-style-type: none"> <li>▪ Be a person of integrity</li> <li>▪ Be able to maintain confidentiality</li> <li>▪ Be able to remain impartial</li> <li>▪ Have good interpersonal skills</li> <li>▪ Be assertive, tactful and diplomatic</li> <li>▪ Have a flexible approach to working hours</li> <li>▪ Be sympathetic to the needs of others</li> <li>▪ Have an openness to learning and change</li> <li>▪ Have a positive attitude to personal development and training</li> </ul>	E	
5	<b>Special Requirements</b>	<p>The Clerk should:-</p> <ul style="list-style-type: none"> <li>▪ Be able to work at times convenient to the Parish Council, including evening meetings</li> <li>▪ Be able to travel to meetings and training</li> <li>▪ Be available to be contacted at mutually agreed times</li> <li>▪ Be able to project a positive image of the Parish Council and local community</li> </ul>	E	