

Linkinhorne Parish Council

Person Specification

Proper officer (Clerk) / Responsible Financial Officer (RFO)		
	ESSENTIAL	PREFERRED
EDUCATION	<ul style="list-style-type: none"> – Minimum of 5 GCSE's or equivalent including maths and English (at a minimum grade C) – Willingness to undertake training relevant to the role 	<ul style="list-style-type: none"> – HND / Degree level – Local Government Administration related qualifications – Certificate in Local Council Administration / Willingness to undertake and achieve within 2 years.
PREVIOUS EMPLOYMENT / EXPERIENCE	<ul style="list-style-type: none"> – Use of manual and computerised accounting systems – Dealing with public – conflict resolution 	<ul style="list-style-type: none"> – Previous local government experience – Use of Microsoft office and HMRC reporting software – Minute taking – AAT / Book keeping, accounting
SKILLS/ KNOWLEDGE /APTITUDE	<ul style="list-style-type: none"> – Experience of report-writing , including financial – IT literacy / skills. Familiar with Microsoft Office in particular Word and Excel. – Presentation skills – Problem- solving – Organisational skills 	<ul style="list-style-type: none"> – Understanding of legal framework shaping council function – Understanding of cemetery management and burial law contracts process.
MOTIVATION	<ul style="list-style-type: none"> – Able to maintain good relationship with Councillors, public, contractors – Self-motivated, self-reliant 	<ul style="list-style-type: none"> – Commitment to Local Council Award Scheme – Willingness to undertake continuous professional development – Act as Council representative.
OTHER	<ul style="list-style-type: none"> – Own Transport – Attend evening meetings and demonstrate flexibility as required. 	