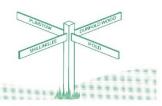
## PLAISTOW AND IFOLD PARISH COUNCIL



## **Person Specification**

Job title: Parish Clerk & Responsible Financial Officer

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short- listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications, and training	<ul> <li>Degree level or equivalent alternative qualifications and experience.</li> <li>Certificate in Local Council Administration (if not held will be contractually required to complete within first 12 months of appointment.</li> </ul>	Management qualifications     Health and Safety qualifications     Accountancy qualifications
Experience, skills, and knowledge	<ul> <li>Policy analysis skills and the ability to address and resolve complex issues.</li> <li>Able to gain and retain the confidence of Councillors, local community representatives, and outside organisations.</li> <li>Competent in budget management; understanding of budget control, and of financial analysis and process.</li> <li>Excellent IT skills</li> <li>Excellent organisational and prioritising skills</li> <li>Excellent written and verbal communication skills</li> </ul>	<ul> <li>Local knowledge of the parish.</li> <li>Experience of working in a political environment.</li> <li>A good understanding of Local Government structure, functions, responsibilities, and procedures. Demonstrable understanding of the legal requirements affecting local council.</li> </ul>
Personal qualities	*Keen to undertake ongoing training.     *Approachable and responsive with members of the public.      *Able to secure good relationships with Councillors and other stakeholders.	Proven ability to react and adapt to situations if circumstances change  Effective negotiator and influencer.

	•Strength and resilience to manage challenging situations.	
	•Able to work effectively under pressure.	
	•Self-reliant, open, and honest.	
	•Capable of anticipating problems and showing initiative to solve them.	
Additional information	•Full driving license.	
	•Able to attend evening and weekend events as necessary.	
	•Able and willing to travel when necessary.	