

HEATHFIELD AND WALDRON PARISH COUNCIL

Person Specification May 2019 : Assistant Clerk/RFO

	Essential	Desirable
Education	Good general education with a minimum of 5 GCSEs, including English and Maths at Grade C or above (or equivalent)	Certificate in Local Council Administration (CiLCA) or Certificate in Local Policy Studies from University of Gloucester
Experience	<p>Experience of compiling agendas, taking and producing minutes</p> <p>Experience of working in a financial setting, including budget planning, statutory returns and all aspects of financial procedures and management</p>	<p>Previous parish council experience</p> <p>Experience of using manual/computerised accounting/pay systems – preferably SAGE</p> <p>Experience of supervising staff and dealing with members of the public</p>
Skills, knowledge and aptitude	<p>Minute taking, excellent IT skills, general administration and record keeping</p> <p>Ability to produce reports on financial and other subjects</p> <p>Good time management skills and ability to problem solve</p> <p>Ability to employ discretion and maintain confidentiality</p>	<p>Knowledge of Word, Excel, Publisher, Power Point, SAGE</p> <p>Knowledge of health and safety legislation and risk management issues</p>
Personal qualities	<p>Must be able to work under pressure and to tight deadlines</p> <p>Must be self-motivated, honest and trustworthy</p> <p>Must be able to maintain good relationships with Councillors, contractors and general public</p> <p>Must be adaptable and able to work effectively in a small team</p> <p>Must have methodical and thorough approach to tasks and be able to anticipate problems and solve them</p>	<p>Willingness to undertake training and to act as the Council's representative at meetings and other official occasions when required</p>
Other	<p>Must be able to attend evening meetings and demonstrate flexibility in working hours when required, including occasional weekends</p> <p>Must have full driving licence with ability to travel around the parish during the day, in the evening and at weekends when required</p>	