

Littlemore Parish Council

Parish Council Clerk and Responsible Financial Officer

Person Specification

Attributes	Essential	Desirable
Qualifications	Relevant Professional Qualifications.	CiLCA Qualification
Knowledge	<p>An understanding of the legal and statutory framework.</p> <p>Knowledge of IT systems, including emails and websites.</p> <p>Demonstrates a good working knowledge of the legal and statutory framework in which a Council operates, including</p> <ul style="list-style-type: none">- Health and Safety- GDPR- Freedom of Information- Code of Conduct- Policies- Financial regulations.	
Skills	Ability to build good relationships with Councillors and all sectors of the community, acting with diplomacy in the best interests of the Council.	<p>Experience in hosting on-line meetings.</p> <p>Ability to set up on-line meetings using Microsoft Teams or Zoom.</p>

	<p>Familiarity with the local government Code of Conduct.</p> <p>Ability to manage and develop a team, motivating staff to a high level of achievement.</p> <p>High level of literacy and numeracy.</p> <p>Sound administrative and organisational skills, including ability to manage competing priorities and meet agreed timescales.</p> <p>Competency in a range of IT applications, including Microsoft Office Skills (Word, Excel and PowerPoint).</p> <p>Ability to update a website.</p> <p>Ability to set agendas, run meetings and produce accurate minutes.</p> <p>Ability to prepare accounts and budgets, report transactions, maintain accounting records, and ensuring adherence to financial procedures.</p> <p>Ability to prepare and present reports requiring investigation from various sources of information.</p>	<p>Familiarity with accountancy software.</p> <p>Experience of managing Financial Controls, Budgets, Accountancy, HMRC RTI and VAT.</p>
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	<p>Ability to provide advice to Councillors in a professional and impartial manner.</p> <p>Ability to handle confidential information appropriately.</p>	
Work Experience	<p>Office management.</p> <p>Maintaining a website.</p> <p>Experience of Clerk or RFO role(s) within a Local Council, or management or organisational experience in the areas of:</p> <ul style="list-style-type: none"> - Team leadership - Financial management - Management of Health and Safety, including ensuring safe working practices of others. <p>Application of Health & Safety practices.</p>	<p>- Management of parks and /or recreational facilities or other community assets.</p> <p>Management of buildings.</p>
Personal Qualities	<p>Committed, forward looking and enthusiastic approach.</p>	

	<p>Self-motivated, capable of working independently and as a member of a team.</p> <p>Polite and courteous manner.</p> <p>Calm and patient under pressure.</p> <p>Uses initiative.</p> <p>Positive attitude to problem solving.</p> <p>Flexible approach to workloads in response to the Council's changing priorities.</p>	
Other	<p>Willingness to participate in continuous professional development opportunities.</p> <p>Willingness to attend a minimum of two evening sessions each month and some occasional daytime on-site meetings, as required.</p> <p>Possession of a current driving licence.</p>	<p>Must live within the parish or easy commuting distance.</p>