

Kingsbury Parish Council

Clerk and Responsible Financial Officer

Person Specification



Attribute	Description	Essential	Desirable
Experience	5 years' experience of working in local government including committee administration. - Experience of monitoring budgets and preparing financial statements and final accounts.	✓	✓
Skills	- Ability to communicate effectively - orally, in writing and electronically. Ability to present views positively. - Possesses a high degree of literacy and numeracy. - Possesses excellent organisational skills. - Ability to use MS Word / Excel. - Experience in managing content on a website. - Ability to develop relationships with people at all levels in the organisation. - Ability to work efficiently and effectively under pressure and on own initiative. - Experience in dealing with the public.	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Knowledge/Qualifications	- Knowledge of all tiers of local government and their inter-relationship. - Either holds CiLCA or is willing to work towards obtaining CiLCA qualification. - Willing to undertake any additional required training.	✓ ✓	✓
Equal Opportunities	A knowledge, awareness, and commitment to equal opportunity policies.	✓	
Other Requirements	- Availability to attend evening meetings, at least monthly. - Availability to attend meetings in the various villages of the parish during the day as and when required. - To be living near enough to the parish to visit when required. - Ability to maintain confidentiality. - Good project management skills. - Can supply own office facilities with internet capability. - Computer literate in relevant software such as HMRC, VAT and Pensions.	✓ ✓ ✓ ✓ ✓ ✓	