



Aldworth Parish Council

Parish Clerk & Responsible Finance Officer

Person Specification

Attributes	Essential	Desirable
Qualifications	Degree level qualification or equivalent professional experience	Recognised qualification in Local Council Administration e.g. ILCA, CiLCA or higher
Knowledge	Ability to acquire understanding of the legal framework within which parish councils operate	Good working knowledge of the legal framework within which parish councils operate
	Understanding of Receipts and Payments bookkeeping practice	Experience of Rialtas 'Alpha' financial management system
Skills	<p>Ability to build good relationships with Councillors and all sectors of the community</p> <p>High level of literacy and numeracy</p> <p>Competence in IT applications such as Microsoft Outlook, Word and Excel</p>	<p>Experience of working in a member-led environment</p> <p>Familiarity with the local government Code of Conduct</p> <p>Experience of Microsoft Office 365 and Zoom</p>
	<p>Ability to set agendas, organise meetings and produce accurate minutes</p> <p>Ability to update a website</p> <p>Sound administrative and organisational skills, including ability to manage competing priorities and meet agreed timescales</p>	<p>Experience of creating agendas and producing minutes.</p> <p>Experience of hosting on-line meetings using or Zoom</p> <p>Understanding of website accessibility</p>

Attributes	Essential	Desirable
	<p>Ability to provide advice to Councillors in a professional and impartial manner</p> <p>Understanding of the importance of health and safety</p> <p>Ability to prepare and present reports requiring investigation from various sources of information</p> <p>Ability to handle confidential information appropriately</p> <p>Understanding of the importance of openness and transparency in local government</p>	<p>Experience of writing and implementing health and safety procedures</p> <p>Experience of writing and scrutinising risk assessments</p> <p>Experience of managing buildings, open spaces and playgrounds</p> <p>Training on data protection following the implementation of the General Data Protection Regulation</p> <p>Familiarity with Freedom of Information and the Transparency Code</p>
	<p>Ability to prepare accounts and budgets, report transactions, maintain accounting records, and ensure adherence to financial procedures</p>	<p>Experience of preparing budgets and monitoring spending</p> <p>Experience of working within a system of financial controls</p>
	<p>Ability to prepare and present financial reports</p>	
<p>Personal Qualities</p>	<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>Commitment to inclusivity, seeking to ensure no one is treated unfairly</p>	<p>Understanding of the Public Sector Equality Duty</p>

Attributes	Essential	Desirable
	because of any of the protected characteristics in the Equality Act	
	<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 attend evening meetings (once every two months, and ad-hoc meetings such as Planning Meetings) and some occasional daytime on-site meetings, as required</p> <p>Willingness to participate in continuous professional development opportunities</p>	Possession of a current driving licence