

East Challow Parish Council

Person Specification: Responsible Financial Officer

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing, spreadsheets, internet, email, finance software.
Staff Management	Some staff management experience
Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CILCA, Cert HE in Community Governance
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law, JPAG etc.
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media, SCRIBE
Presentation skills	Able to use equipment and speak confidently in public