

DARLEY & MENWITH PARISH COUNCIL

PERSON SPECIFICATION
Clerk to the Council & Responsible Financial Officer

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in local government including committee administration. • Experience of keeping financial accounts, monitoring budgets and preparing financial statements and final accounts. 		<p>X</p> <p>X</p>
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, orally, in writing and electronically and to present views positively. • Possesses a high degree of literacy and numeracy. • Possesses excellent organisational skills. • Ability to use MS Word / Excel and use e-mail. • Ability to develop relationships with people at all levels in the organisation. • Ability to work efficiently and effectively under pressure and on own initiative. • Ability to manage other employees / contractors. • Experience in dealing with the public. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Knowledge / Qualification	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter- relationship. • Holds Local Council Clerk qualification or is willing to work towards obtaining this. • Willing to undertake any additional required training. 	<p>X</p>	<p>X</p> <p>X</p>
Equal Opportunities	<ul style="list-style-type: none"> • A knowledge, awareness and commitment to equal opportunities policies. 	<p>X</p>	
Other Requirements	<ul style="list-style-type: none"> • Availability to attend evening meetings (currently one Monday each month) • Availability to attend occasional meetings in the parish during the day and to take phone calls and action tasks • Ability to maintain confidentiality • Good project management skills • Ability to update website (training offered) 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>