**Clerk and Responsible Finance Officer**

**Person Specification**

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| --- | --- | --- |
| ***Education and qualifications*** | ***Essential*** | ***Desirable*** |
| CiLCA (or higher comparable qualification) held; or  Prepared to study towards completion within 12 months of commencement | ***√*** | ***√*** |
| Other management and/or financial qualifications held |  | ***√*** |
| Commitment to continuing professional development |  | ***√*** |
| ***Experience*** |  |  |
| Previous experience working within the Parish Council sector |  | ***√*** |
| Previous experience working in the local government sector | ***√*** |  |
| Experience in working with and supervising a team |  | ***√*** |
| Competent in writing agendas and taking minutes of meetings | ***√*** |  |
| Project management experience |  | ***√*** |
| ***Skills and knowledge*** |  |  |
| Competent user of the Rialtas Business Solutions (RBS) accounting software |  | ***√*** |
| Ability to manage budgets | ***√*** |  |
| Use of Microsoft 365 Office | ***√*** |  |
| Ability to prioritise and manage workloads | ***√*** |  |
| Good organisational skills | ***√*** |  |
| Excellent written and oral communication skills | ***√*** |  |
| Ability to communicate effectively with a wide range of people including the public and other organisations | ***√*** |  |
| Hold a UK driving licence and has access to a car for use at work |  | ***√*** |