



Awbridge Parish Council

Person specification - Clerk and Responsible Finance Officer

	Essential	Desirable
1. Educational qualifications	Good general education: 5 GCSEs or equivalent including Math and English	Educated to degree or HND level A recognised qualification in local government administration
2. Work Experience	Experience of lone working Good office management skills Experience of organising meetings and preparing agendas Experience of working in a financial setting, including preparation, and monitoring of budgets Experience of dealing with the public	Previous local government experience
3. Skills	IT skills (Microsoft Office) – typing and spreadsheet skills Ability to minute meetings Able to produce reports on financial and other matters Good communication skills, both verbal and written Presentational skills Ability to solve problems Ability to access and source information from the internet Ability to understand the legal framework in which the Parish Council operates	Project management Good analytical skills

Person specification - Clerk and Responsible Finance Officer

	Essential	Desirable
4. Knowledge/Aptitude	<p>Understanding of the local government context and the place of Parish Councils within it</p> <p>Understanding of the UK General Data Protection Regulations</p> <p>Ability to protect confidentiality and take an objective and professional approach</p> <p>Ability to maintain good relationships with Councillors, contractors, the public, and statutory partners</p> <p>Self-reliant and self-motivated</p> <p>Ability to meet deadlines, manage own workload and time, establish priorities and report progress and results</p> <p>Flexible and adaptable</p> <p>Committed to continuous professional development</p> <p>Knowledge of the area, and of the issues which affect the Parish</p>	
5. Other	<p>Able to attend evening meetings.</p> <p>Possesses a relevant driving licence and has access to/use of a vehicle</p> <p>Ability to travel</p>	