



# Pulborough Parish Council

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*for Pulborough's future*

## PERSON SPECIFICATION FOR A CLERK AND RESPONSIBLE FINANCE OFFICER PULBOROUGH PARISH COUNCIL

Attributes	Essential	Desirable
<b>Education/Qualification:</b> <ul style="list-style-type: none"> <li>• CiLCA or</li> <li>• Prepared to study for CiLCA within first year</li> <li>• 2 'A' Levels or equivalent</li> <li>• Financial Qualification</li> </ul>	✓	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>2. Skills and Knowledge:</b> <ul style="list-style-type: none"> <li>• Able to interpret and implement complex procedural guidelines and instructions</li> <li>• Able to produce summaries and reports for councillors after analysing incoming information</li> <li>• Fully conversant with IT experience – Microsoft Office suite (Word and Excel spreadsheets)</li> <li>• Proven strong numerical skills</li> <li>• Employment Legislation and Health and Safety requirements</li> <li>• Be able to drive and hold a current UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>3. Previous Experience:</b> <ul style="list-style-type: none"> <li>• Previous experience of working with/for a Parish Council or Local Authority</li> <li>• Knowledge of local government roles of County/District/Parish councils</li> <li>• Managing a budget and financial systems</li> <li>• Financial numeracy and analysis;</li> <li>• Attended &amp; minuted meetings</li> <li>• Line Management/target setting/motivational skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>4. Attitudes and Disposition:</b> <ul style="list-style-type: none"> <li>• Persuasive and confident communicator</li> <li>• Committed to excellent Service Delivery (Customer Care)</li> <li>• Flexible approach to work – good at multi-tasking</li> <li>• Ability to organise and prioritise own workload</li> <li>• Be able to work in isolation for a lot of the time</li> <li>• Able to work irregular hours; weekend courses, evening meetings etc.</li> <li>• Be prepared to represent the Parish Council at events, meetings etc.</li> <li>• Resilient but diplomatic;</li> <li>• Current driving licence;</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	