**Thornton Parish Council**

**Person Specification – Clerk & Responsible Finance Officer**

(To be used when shortlisting applicants for interview)

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| **Attributes**  | **Essential**  | **Desirable**  |
| **1. Education/Qualification:** CiLCA Prepared to study for CiLCA Good general standard of education |  |  |
| **2. Skills and Knowledge:** Able to interpret and implement guidelines and instructions Able to use MS Outlook, Word, Excel and Power Point Proven strong numerical skills Budget management/financial procedures Knowledge of local areaUnderstanding of Data Protection requirements |  |  |
| **3. Previous Experience:** Managing a budget and financial systems Attending meetings and taking minutes General administrative experience |  |  |
| **4. General skills/attributes:** Persuasive and confident communicator Committed to providing excellent customer serviceCommitted to equal opportunitiesFlexible approach to work Able to work irregular hours; weekend courses, evening meetingsAble to prioritise workload Resilient ResourcefulApproachableDiplomaticIndependent/neutralAdaptable to changeEnthusiastic |  |  |