**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 area  Understanding 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 service  Committed to equal opportunities  Flexible approach to work  Able to work irregular hours; weekend courses, evening meetings  Able to prioritise workload  Resilient  Resourceful  Approachable  Diplomatic  Independent/neutral  Adaptable to change  Enthusiastic |                          |  |