



Branscombe Parish Council
Clerk and Responsible Financial Officer (RFO)

Person Specification

<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>
Education and Qualifications	5 GCSEs or equivalent including Maths and English.	Interest in studying for Certificate in Local Council Administration (CiLCA).
Previous Experience	Relevant administrative and organisational experience in a work environment.	<p>Previous experience as a parish clerk.</p> <p>Experience of committee work, including preparation of agendas and minute taking.</p> <p>Experience of financial procedures, preparing a budget and managing receipts and payments accounts.</p> <p>Experience of maintaining a web site (writing/updating information and uploading documents) and communicating via social media platforms.</p>
Skills and Knowledge	<p>Ability to interpret and implement policies and procedures.</p> <p>Ability to analyse information and produce short briefing papers and reports.</p>	<p>Understanding of local government and the roles of county, district and parish councils.</p> <p>Understanding of the importance of local public engagement and of raising the Council's profile in the community.</p>

	<p>Sound written and oral communication skills with the ability to communicate effectively with others at all levels.</p> <p>IT literate with good working knowledge of MS Office (Outlook, Word, Excel).</p>	
Personal Qualities	<p>A confident and persuasive communicator, able to act impartially and use tact and diplomacy when required.</p> <p>Ability to prioritise workload and be resilient.</p> <p>Willing to attend Council and committee meetings in the evenings and to work varied hours to meet the needs of the post.</p> <p>Willing to undertake training to acquire new knowledge and skills necessary for the role of Clerk/RFO.</p>	

November 2023