



WINSHAM PARISH COUNCIL **PERSON SPECIFICATION**

Position: Clerk and Responsible Financial Officer to the Council

	Essential	Desirable
Educational, Professional Qualifications and training	<p>Good general education: 5GCSEs or equivalent including Maths and English</p> <p>High level of literacy and numeracy.</p> <p>Competent IT skills</p> <p>Completion or working towards the Certificate in Local Council Administration (CiLCA)</p>	<p>Administration and/or Bookkeeping qualifications.</p> <p>Prepared to undertake training as identified by the employer</p>
Abilities: Practical and Intellectual Skills	<p>Experience of working in an office and dealing with the general public</p> <p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to work effectively on your own or in a team</p> <p>A good working knowledge and understanding of Local Government structure and practices</p> <p>Experience of advising and servicing committees and working with members</p> <p>Competent in bookkeeping and administration(demonstrating high standard of computer literacy)</p>	<p>Experience of using Rialtas Alpha Financial Software</p> <p>Experience of minuting meetings</p> <p>Confident public speaker</p> <p>-</p> <p>An awareness of the advantages that new technology could have on the servicing of Council and its committees</p> <p>Typing skills (40wpm)</p> <p>Experience of financial management and reporting</p> <p>Understanding of burial and internment law and procedures</p> <p>Committed to keeping quality status.</p>
General/Other – Driving licence, car owner and ability to travel	<p>Ability to attend evening meetings and to work flexibly as required.</p>	<p>Knowledge of local area.</p>