**Designation: Clerk/ Responsible Financial Officer to Alston Moor Parish Council**

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|  **Competency** |  **Highly Desirable** |  **Desirable** |
| **Education, professional qualifications and training** | High level of numeracy and literacyCompletion of, or willingness to work towards, the Certificate in Local Council Administration (CiLCA) | Qualification in business studies/administrationMembership of the Society of Local Council Clerks |
| **Abilities: Practical and Intellectual skills** | Ability to work effectively on your own and in a teamCompetent in financial management, book-keeping, budget monitoring, meetings administration & letter writingComputer literacy- Microsoft 365 Ability to communicate both orally and in writing, with councillors, residents and through official channels. Clear and concise report/minute writing Excellent organisational skills and ability to prioritise own workload, and sustain effective responses in the face of competing demandsSensitive and appropriate handling of confidential information and interaction with members of the public, with knowledge of GDPR and record maintenance | Experience of dealing with the publicConfident speaking in public situations, and dealing with local groups and individuals Experience of managing small projectsExperience as a parish council clerk and working with other authorities and agenciesMedia skillsWorking knowledge of Local Government structures and practices |
| **Circumstances** | Willingness to work on evenings when council or committees meetWillingness to undertake trainingFlexible Committed to the CouncilWillingness to attend relevant meetings, conferences etc | Ability to travel independently |