**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 literacy  Completion of, or willingness to work towards, the Certificate in Local Council Administration (CiLCA) | Qualification in business studies/administration  Membership of the Society of Local Council Clerks |
| **Abilities: Practical and Intellectual skills** | Ability to work effectively on your own and in a team  Competent in financial management, book-keeping, budget monitoring, meetings administration & letter writing  Computer 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 demands  Sensitive 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 public  Confident speaking in public situations, and dealing with local groups and individuals  Experience of managing small projects  Experience as a parish council clerk and working with other authorities and agencies  Media skills  Working knowledge of Local Government structures and practices |
| **Circumstances** | Willingness to work on evenings when council or committees meet  Willingness to undertake training  Flexible  Committed to the Council  Willingness to attend relevant meetings, conferences etc | Ability to travel independently |