

## **PERSON SPECIFICATION**

### **South Littleton Parish Council**

#### **Parish Clerk & Responsible Financial Officer (RFO)**

The Person Specification sets out the qualifications, experience, skills, knowledge and personal attributes required to undertake the role successfully.

Applicants will be assessed against these criteria through their application form, supporting statement, references and interview.

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### **ESSENTIAL CRITERIA**

#### **Education and Qualifications**

- Good standard of education, including English and Mathematics.
  - Competent user of Microsoft 365 and associated office software.
  - Willingness to undertake relevant training and professional development.
  - Commitment to achieving the Certificate in Local Council Administration (CiLCA) qualification if not already held
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#### **Experience**

- Experience of administration and record keeping.
  - Experience of preparing reports, correspondence, minutes or formal documentation.
  - Experience of managing confidential and sensitive information.
  - Experience of financial administration, bookkeeping, budgeting or similar financial processes.
  - Experience of working independently and managing competing priorities.
  - Experience of dealing professionally with members of the public, contractors, other council clerks, council stakeholders.
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#### **Knowledge and Understanding**

- Understanding of the importance of confidentiality and data protection.
  - Understanding of good administrative practice.
  - Understanding of the importance of governance, accountability and transparency.
  - Understanding of the need for impartiality when supporting elected members or decision-makers.
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## **Skills and Abilities**

- Excellent written communication skills.
  - Excellent verbal communication and interpersonal skills.
  - Ability to organise, prioritise and manage workloads effectively.
  - Ability to work independently with minimal supervision.
  - Ability to maintain accurate records and documentation.
  - Ability to prepare clear and concise reports and correspondence.
  - Ability to use online systems and digital communication tools.
  - Ability to analyse information and present it clearly.
  - Ability to build positive working relationships with councillors, residents, contractors, community groups and partner organisations.
  - Ability to attend evening meetings on a regular basis.
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## **Personal Attributes**

- Professional and approachable manner.
  - Integrity, discretion and reliability.
  - Commitment to high standards of public service.
  - Commitment to equality, diversity and inclusion.
  - Positive and proactive approach to problem solving.
  - Ability to remain calm and professional when dealing with challenging situations.
  - Commitment to the Civility and Respect principles promoted within the local council sector.
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## **DESIRABLE CRITERIA**

### **Qualifications**

- Certificate in Local Council Administration (CiLCA).
  - Bookkeeping, accounting or finance qualification.
  - Local government, governance, administration or project management qualification.
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### **Experience**

- Previous experience in a Parish Council, as a Parish Clerk, Deputy Clerk or Responsible Financial Officer.
- Experience within local government, public sector administration or community organisations.

- Experience of supporting formal meetings and preparing agendas and minutes.
  - Experience of website management and digital communications.
  - Experience of social media administration.
  - Experience of working with community groups, volunteers or local organisations.
  - Experience of administering grants or funding applications.
  - Experience of maintaining asset registers, inventories or facilities records.
  - Experience of working with contractors and external suppliers.
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### **Knowledge**

- Knowledge of parish council procedures and responsibilities.
  - Knowledge of local government legislation and governance requirements.
  - Understanding of planning consultation processes.
  - Understanding of local council finance and audit requirements.
  - Understanding of the role of parish councils within local government.
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### **Additional Attributes**

- Interest in community development and local issues.
  - Ability to identify opportunities to improve services and community engagement.
  - Willingness to attend occasional training, conferences and networking events.
  - Commitment to continuous professional development.
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### **METHOD OF ASSESSMENT**

The Council will assess candidates against the Person Specification through:

- Application Form
- Supporting Statement
- References
- Interview
- Any practical assessment undertaken as part of the recruitment process

Only candidates who demonstrate that they meet the essential criteria will normally be considered for interview.