

Person Specification – Clerk & Responsible Finance Officer

Essential

Education and Qualifications

- Good standard of education
- CILCA or prepared to start process within 6 months in post

Previous Knowledge and Experience:

- Knowledge of the roles and legal framework of local government and Community Councils in particular
- Managing a budget and financial systems
- Producing agendas and producing meeting minutes
- Good understanding and use of Microsoft Office (or equivalent software) and PC accounting systems

Skills

- Able to interpret and implement complex procedural guidelines and instructions
- Able to produce reports and analyse incoming information
- Organisation of workloads
- Ability to prioritise tasks
- Negotiation skills
- Ability to manage expectations of councillors

Qualities

- Committed to customer service and serving the community
- Creative and pragmatic with solutions and approaches to issues and problems
- Proactive approach to external change that might affect the Council's operations
- Ability to attend evening meetings when required (in addition to ordinary meetings)

Desirable:

- Good working knowledge of H&S/Risk Assessment
- Knowledge of GDPR regulations and FOI/SAR requests
- Have managed facilities or assets
- Knowledge of procurement
- Familiar with Rialtas accounting software
- Able to interact easily with all types of people and build a network of helpful contacts
- Able to manage social media
- Confident public speaker
- Can deal successfully with conflict
- Driver's license