



PERSON SPECIFICATION

CLERK/RFO TO HECKINGTON PARISH COUNCIL

Competency	Essential	Desirable
<p>Education:</p> <p>Professional qualifications and training</p>	<p>High level of numeracy and literacy</p> <p>A willingness to complete the Certificate in Local Council Administration</p> <p>Experience with book-keeping or accounts</p>	<p>Achievement of the 10-module higher certificate in local policy</p> <p>Certificate in Local Council Administration</p> <p>Book keeping or accounting qualifications</p>
<p>Abilities:</p> <p>Practical and Intellectual skills</p>	<p>Experience of working in an office and dealing with the public</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>Ability to recognise political/legal consequences of any action being contemplated by members</p>	<p>Confident public speaker</p> <p>Typing Skills (50 wpm)</p> <p>Proficiency using Microsoft packages including Word and Excel</p> <p>Experience of managing staff</p>

	<p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Diplomacy, integrity, honesty and moral courage</p> <p>Excellent organisational skills</p> <p>Punctuality</p>	
Circumstances	<p>Willingness to work evenings when council or committees meet, or weekends as required</p> <p>Flexible and committed to the Council and its activities</p>	<p>Current driving licence</p>