

# STANSTEAD PARISH COUNCIL

## PERSON SPECIFICATION CLERK & RESPONSIBLE FINANCIAL OFFICER

| Skills and Knowledge                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                        |
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| Essential                                                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                              |
| <b>Experience and knowledge of the parish sector</b><br>Experience or knowledge of the parish sector with an appreciation of the role and strategic importance of the town and parish sector would be desirable. A willingness to undertake training to gain the understanding of the legal and procedural issues surrounding them would be essential. | <b>Certificate in Local Council Administration (CiLCA) or other local administration qualification</b><br>Minimum requirement is a willingness to train for the CiLCA. |
| <b>IT literate</b><br>Competent user of WORD, EXCEL, email, internet research communications etc.                                                                                                                                                                                                                                                      | <b>Financial skills</b><br>Able to deliver projects efficiently to budget.                                                                                             |
| <b>Interpersonal skills</b> <ul style="list-style-type: none"> <li>• Credibility to deal with the public and other local authorities or other organisations</li> <li>• Patience and the ability to listen</li> <li>• Take and give instructions</li> <li>• Teamworking skills</li> </ul>                                                               | <b>Events management</b><br>Experience of efficient management of events would be desirable.                                                                           |
| <b>Personal skills</b> <ul style="list-style-type: none"> <li>• Self-motivating</li> <li>• Excellent organisational skills</li> <li>• Able to prioritise</li> <li>• Able to meet targets and deliver to tight deadlines</li> <li>• Flexibility for evening /weekend work</li> </ul>                                                                    | <b>Representation</b><br>A willingness to attend meetings or events to represent the Council should it be required.                                                    |
| <b>A skilled communicator</b><br>Must be able to demonstrate that they have the skills or experience to clearly and persuasively impart information, with the flexibility to adapt to different audiences and effectively communicate.                                                                                                                 | <b>Reporting skills</b><br>The ability to provide minutes, agendas and reports and other written material using clear and concise English.                             |