

## DATCHET PARISH COUNCIL

### PERSON SPECIFICATION

#### Job Title: Clerk and Responsible Financial Officer

Key Requirements		Desirable	Essential
Qualifications	<ul style="list-style-type: none"> <li>▪ Good general education</li> <li>▪ Certificate in Local Council Administration (CILCA)</li> <li>▪ Willingness to work towards CILCA qualification if not held</li> <li>▪ Accounting/Finance qualification</li> </ul>	 ✓   ✓	 ✓  ✓  
Experience and Knowledge	<ul style="list-style-type: none"> <li>▪ Previous experience in a similar role</li> <li>▪ Previous local government experience</li> <li>▪ Experience of working in a public facing role</li> <li>▪ Experience of line management of staff</li> <li>▪ Experience of cemetery/burial procedures.</li> <li>▪ Experience of Project Management</li> <li>▪ Experience of local government finance</li> <li>▪ Planning procedures</li> <li>▪ Health &amp; Safety</li> </ul>	   ✓  ✓   ✓  ✓  ✓	 ✓ ✓      ✓  ✓  ✓
Key Skills	<ul style="list-style-type: none"> <li>▪ Able to work in a small team or alone</li> <li>▪ Able to work on own initiative and complete tasks without supervision</li> <li>▪ Confidence in dealing with unexpected and difficult situations and people</li> <li>▪ To assess situations and offer solutions</li> <li>▪ Be computer literate and confident user of Word, Excel, Outlook and the Internet</li> <li>▪ Have website and social media (including Facebook / Twitter) skills</li> <li>▪ Excellent time management</li> <li>▪ Methodical working approach with high levels of accuracy and attention to detail</li> <li>▪ High level of administrative skills</li> <li>▪ Good standard of written communication</li> <li>▪ Awareness of policy relating to GDPR</li> </ul>		 ✓ ✓  ✓ ✓  ✓  ✓ ✓ ✓  ✓ ✓ ✓
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Excellent face to face communication and telephone manner</li> <li>▪ Well organised</li> </ul>		 ✓  ✓

	<ul style="list-style-type: none"> <li>▪ Flexible and able to multi-task</li> <li>▪ A willingness to learn and take responsibility for own personal development</li> <li>▪ Collaborative working style</li> <li>▪ Pro-active and innovative approach to work</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪ Willingness to work flexible and unsocial hours</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>