Rowlands Castle Parish Council

Clerk to the Parish Council and Responsible Finance Officer

Person Specification

Category	Requirement	Essential	Desirable
Education and	Good Standard of general education.	~	
Training	Training Undertaken or formal training in Role of Parish Clerk (CiLCA).		~
Experience	Experience in managing accounts, budget preparation, management & reporting.	~	
	Experience of managing staff		
	Experience of working with elected representatives and volunteers.	~	~
	Experience of procuring and managing services provided by third parties.		
	Experience of dealing with members of the public as a civil servant, business representative or member of any outward-facing organisation	~	~
	Experience of providing administration support to a high standard and working collaboratively with a team.	_	
	Local Government experience or working with a Parish Council.	·	
	Planning meetings, setting agendas and taking minutes.		~
	Experience in maintaining and updating websites and social media accounts		✓
			✓
Knowledge and Skills	Good understanding of Microsoft Outlook, Word, Excel and other related software and other relevant office technology	~	
	Good leadership & time management skills. Good communication/reasoning skills both verbal and written.	~	
	Knowledge of legal, statutory and other provisions governing or affecting the Council.	~	
	Ability to research and compile reports including numerical information		✓
	Ability to communicate clearly and effectively; written and oral	~	
	Ability to problem solve		
	Ability to prioritise tasks	~	
	Ability to work in a team environment	✓	
	Knowledge of data protection and confidentiality regulations	~	
	Tobacciono	✓	

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	Knowledge of maintaining and updating websites and social media accounts		~
			✓
Personal Attributes	Diplomacy and tact and an ability to work harmoniously with the Council, fellow staff and members of the public	~	
	A positive outlook and an interest in local issues	~	
	Reasonably assertive & self-confident. An ability to form and maintain good working	~	
	relationships The ability to deal with difficult and sensitive	~	
	issues Self-reliant and self-motivated and able to work on	~	
	own initiative	~	
	Able to work effectively and efficiently under pressure	~	
	Committed to confidentiality at all times		
Other	Able and willing to work at both regular, specified and occasional ad-hoc evening meetings as required.	V	
	Full driving licence and ability to travel around the Parish for work and related meetings and events.	~	