

ALDINGBOURNE PARISH COUNCIL  
CLERK AND RESPONSIBLE FINANCIAL OFFICER

**PERSON SPECIFICATION**  
[to be used in assessing candidates at interview]

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>1. Education/Qualification:</b> <ul style="list-style-type: none"> <li>• CiLCA [Certificate in Local Council Administration]</li> <li>• Financial Qualification</li> </ul>	/	/
<b>2. Skills and Knowledge:</b> <ul style="list-style-type: none"> <li>• Able to interpret and implement complex procedural guidelines and instructions</li> <li>• Able to produce reports for councillors after analysing incoming information</li> <li>• Fully conversant with Word, Excel spreadsheets, Power Point.</li> <li>• Fully conversant with running online meetings and Zoom.</li> <li>• Proven strong numerical skills</li> <li>• Complex project management skills</li> <li>• Demonstrable knowledge of Employment Legislation and Health and Safety requirements</li> <li>• Proven budget management/ financial procedures.</li> <li>• Be able to drive and hold a current UK driving license</li> </ul>	/	/
<b>3. Previous Experience:</b> <ul style="list-style-type: none"> <li>• Knowledge of local government roles of County/District/Parish councils</li> <li>• Managing a budget and financial systems</li> <li>• Attended &amp; minute meetings</li> <li>• A knowledge of Town and Country Planning.</li> </ul>	/	/
<b>4. Attitudes and Disposition:</b> <ul style="list-style-type: none"> <li>• Persuasive and confident communicator.</li> <li>• Good interpersonal skills</li> <li>• Committed to Service Delivery (Customer Care)</li> <li>• Be able to work on own initiative and meet deadlines</li> <li>• Flexible approach to work</li> <li>• Able to work irregular hours; weekend courses, evening meetings etc.</li> <li>• Ability to Plan and prioritise workloads</li> <li>• Resilient</li> <li>• Able to work from both the Parish Council Office and from home.</li> </ul>	/	/