

**Clerk and Responsible Financial Officer to Flax Bourton Parish Council
Person Specification**

Essential Attributes	Desirable Attributes
Educational qualifications	
Good general education: 5 GCSEs or equivalent including Maths and English	Certificate in Local Council Administration (CiLCA) (or commitment to obtaining this qualification within 2 years of commencing employment).
Work experience	
Experience of administering meetings, including preparing agendas and minutes	Previous local government experience
Experience of preparing and monitoring a budget and/or book keeping.	Experience of payroll administration and/or staff management
Experience of dealing with the public	Experience of the selection and management of contractors
Skills/knowledge and aptitude	
Good office IT skills including MS Word and Excel.	Knowledge of planning application process
Able to produce reports on financial and other subjects	Understanding of legal framework under which Parish Council operates.
Able to work independently and prioritise tasks	Knowledge of work of Parish Councils
Well-organised, able to deal with a wide range of situations and demands	
Excellent communication skills, including an ability to positively communicate to Councillors, members of the public and other agencies	
Able to act as representative of the Parish Council.	
Able to provide objective advice to Councillors, based on evidence and analysis	
Be self-motivated and have a flexible attitude	
Other	
Able to attend scheduled evening meetings (currently the second Monday of each month)	Driving licence and access to vehicle insured for business purposes.
Able to work, including attending meetings, during normal office hours	
Able to travel to attend meetings within North Somerset.	