

**St Erth Parish Council  
Clerk/Responsible Financial Officer  
Person Specification**

Competency	Essential	Desirable
<b>Education, professional qualifications and training</b>	<ul style="list-style-type: none"> <li>- High level of literacy and numeracy.</li> <li>- Good working knowledge of IT systems</li> </ul>	<ul style="list-style-type: none"> <li>- Administration and/or finance/bookkeeping qualifications</li> <li>- Completion of Certificate in Local Council Administration (CiLCA) (or other recognised related qualification) or a willingness to obtain a relevant qualification within an agreed timescale</li> <li>- Commitment to undertake relevant training as identified by the Council</li> </ul>
<b>Skills/experience</b>	<ul style="list-style-type: none"> <li>- Experience of working in an office and dealing with the general public</li> <li>- Good working knowledge of office software for example, Microsoft Office and the use of the Internet</li> <li>- Good keyboard skills</li> <li>- Ability to communicate effectively, orally, in writing and electronically</li> <li>- Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council</li> <li>- Ability to work effectively on your own or in a team</li> <li>- Experience of advising and servicing councils/committees and working with councillors</li> <li>- Competent in bookkeeping, financial management and administration (with experience of computer accounting packages)</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience as a parish clerk</li> <li>- Confident public speaker</li> <li>- An awareness of the advantages new technology can bring to the efficient operation of the Council</li> <li>- Knowledge of computer accounting software</li> <li>- Experience of managing a small team or contractors</li> <li>- Experience of financial management and reporting</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>- Current driving license and access to own transport</li> <li>- Availability to work evenings or weekends for the effective operation of the Council</li> <li>- Flexible to meet changing demands to ensure the successful operation of the Council</li> </ul>	