



# Itchen Valley Parish Council

## Person Specification:

### Parish Clerk and Responsible Financial Officer

Competencies	Essential or Desirable?	How Assessed?
<p><b>Qualifications / Education / Certification</b></p> <ul style="list-style-type: none"> <li>• 5 GCSEs (or equivalent) at grades A-C including Maths and English.</li> <li>• At least 2 A level (or equivalent) passes at grades A*-C.</li> <li>• Certificate in Local Council Administration (CiLCA). or</li> <li>• Within 1 year of appointment the role holder will be required to have obtained the CiLCA qualification.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Original certificates required for inspection</p> <p>Original certificates required for inspection</p> <p>Original certificate required for inspection</p> <p>Interview</p>
<p><b>Experience in Administration and Finance</b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience of administration and finance at a senior level in a similar role.</li> <li>• Experience of setting and managing budgets and preparing financial statements.</li> <li>• Experience of letting and managing contracts, purchasing and invoicing.</li> <li>• Experience of preparing agendas and taking minutes.</li> <li>• Experience of managing projects, assets and property.</li> <li>• 2 years' or more experience as a Clerk or Deputy Clerk to a Parish Council.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and reference</p>
<p><b>Staff/Contractor Management</b></p> <ul style="list-style-type: none"> <li>• Experience in managing contractors, including reviewing contract performance.</li> </ul>	<p>Essential</p>	<p>Application form and interview</p>

<p><b>Knowledge of Local Authority environment</b></p> <ul style="list-style-type: none"> <li>• Good understanding of issues facing parish councils and the environment within which they operate.</li> <li>• Commitment to public service.</li> <li>• Understanding of local council procedures and law.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal &amp; oral communication skills.</li> <li>• Good written communication skills.</li> <li>• Ability to organise workload unsupervised &amp; meet deadlines.</li> <li>• Political sensitivity, tact &amp; diplomacy.</li> <li>• IT skills enabling use of internet, office emails, word processing, financial spreadsheets, website administration and social media</li> <li>• Good understanding of Health &amp; safety requirements on a public body</li> <li>• Ability to manage the Councils Data Protection requirements and Freedom of information needs.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application form, interview and references</p> <p>Application form, interview and references</p> <p>Application form and interview</p> <p>Application form</p> <p>Application form and interview</p> <p>Application Form and Interview</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Prepared to attend regular evening meetings and training/ information events as required.</li> <li>• Full Driving License.</li> <li>• Lives within 10 miles commuting distance of the Itchen Valley.</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Application form</p> <p>Application form</p>