

**CRICH PARISH COUNCIL**  
**Person Specification**

**Post: Parish Clerk and Responsible Financial Officer (RFO)**

**QUALIFICATIONS**

<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurement</b>	
Good general education - 5GCSEs or equivalent including Maths and English.	Essential	From the application form, documentary evidence	
Educated to degree or HND level  CiLCA qualified (or working towards)  A recognised qualification in local government administration	Desirable	From the application form, documentary evidence	

**KNOWLEDGE**

<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurement</b>	
IT skills.  Presentational skills.  Ability to problem solve.  Committee working.  Risk assessments.	Essential	From the application form, probing at interview	
Ability to understand the legal framework in which the Parish Council operates.	Desirable	From the application form, probing at interview	

## MANAGEMENT

Requirement	Essential/Desirable	Measurement	
<p>Ability to communicate effectively both orally and in writing.</p> <p>Evidence of ability to prioritise work, set targets and achieve positive outcomes – in light of changing and competing priorities</p> <p>Ability to organise and manage resources effectively.</p> <p>Experience in successful partnership working.</p> <p>Good negotiating skills.</p>	Essential	From the application form, probing at interview	
<p>Previous experience working as a Town/Parish Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</p> <p>Grounds management.</p> <p>Burial Ground management.</p> <p>Allotment Management.</p>	Desirable	From the application form, probing at interview, documentary evidence	

## FINANCE

Requirement	Essential/Desirable	Measurement	
<p>Proven financial and budget management experience, including preparation of draft budgets.</p> <p>Internal and External Audits.</p> <p>Applying Financial Regulations.</p>	Essential	From the application form, probing at interview	

Working in public sector finance. Precept AGAR VAT reclaim Recognised financial management qualification.	Desirable	From the application form, probing at interview, documentary evidence	
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## MEETINGS

Requirement	Essential/Desirable	Measurement	
Practical experience of servicing Committees, undertaking research and report writing  Production of Agendas and Minutes.  Standing Orders.  General knowledge of the law as it affects Local Councils.	Essential	From the application form, probing at interview, documentary evidence	

## EXPERIENCE

Requirement	Essential/Desirable	Measurement	
Experience of working in a financial setting.  Experience of dealing with the public, especially in confrontational circumstances	Essential	From the application form, probing at interview, documentary evidence	
Previous local government experience	Desirable	From the application form, probing at interview, documentary evidence	

## EQUALITIES

Requirement	Essential/Desirable	Measurement	
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Knowledge of the Council's Equal Opportunities Policies.	Essential	From the application form, probing at interview	
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**OTHER**

<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurement</b>	
<p>Willing to be reasonably flexible in relation to working hours.</p> <p>Ability to work evenings when required.</p> <p>Access to or use of a car.</p> <p>Willing to undertake job related training.</p>	Essential	From the application form, probing at interview	