



## Woodmancote Parish Council Clerk/RFO Person Specification

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Education and Qualifications</b>	Prepared to study for CiLCA. 5 GCSE's including Maths and English.	CiLCA Qualification. Financial Qualification/Experience.
<b>2. Skills and Knowledge</b>	Able to interpret and implement procedural guidelines and instructions. Able to produce reports for councillors after analysing incoming information. Fully conversant with Word, Excel spreadsheets. Access to private vehicle to attend meetings.	Proven strong numerical skills. Employment legislation and Health & Safety requirements. Proven budget management/financial procedures.
<b>3. Previous Experience</b>	Knowledge of local government roles of County/District/Parish councils.	Managing a budget and financial systems. Attended and minuted meetings.
<b>4. Attitudes and Disposition</b>	Persuasive and confident communicator. Empathy and good customer service skills. Flexible approach to work and able to work irregular hours, ie evening meetings. Ability to prioritise workload. Resilient.	