

Person Specification: Parish Clerk/RFO

Essential	Desirable
Qualifications and Experience	
• Must hold the Certificate in Local Council Administration (CiLCA) or commit to work towards obtaining it within one year of appointment. • Level 2 or 3 literacy and numeracy education which demonstrates high literacy and numeracy skills. • Relevant organisational and administrative experience in a structured environment.	• Educated to degree or HND level • Experience of working for a local authority or similar body including agenda preparation and minute taking • Experience of dealing with the public and working on own initiative. • Experience in budget preparation and bookkeeping/accounting • Staff management experience. • Project management experience
Knowledge	
• Knowledge of local government responsibilities, system and procedures. • Knowledge of employment and health and safety law and data protection.	• Knowledge of local area. • Knowledge and understanding of the importance of good public relations • Knowledge of Parish Council accounting systems including Rialtas
Qualities and Attitudes	
• Self-reliant and self-motivated • Flexible, pro-active and hands on approach to tasks. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focussed. • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public. • Ability to work as part of a team.	• Business perspective and acumen.
Skills and Abilities	
• Ability to communicate effectively with others at all levels both internally and externally. • Excellent written and oral communication and presentational skills. • Good numeracy skills • Ability to produce understandable and concise written reports. • Ability to organise and prioritise own and others work. • IT literate with sound working knowledge of MS Office, Excel and Windows packages.	• Articulate speaker in public. • Level 3 IT qualification or equivalent • Experience with adding information to a basic website
Special Conditions	
• Willingness to work in evenings, minimum one per month • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training relevant to the job.	