

BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk



PARISH CLERK & RESPONSIBLE FINANCE OFFICER		
PERSON SPECIFICATION		
	Essential	Preferred
Educational qualifications	Good general education: 5GCSEs or equivalent including Maths and English	Educated to degree or HND level Qualified or part qualified to AAT level A recognised qualification in local government administration ie. CiLCA
Work Experience	Experience of using manual/computerised accounting/pay systems Experience of working in a financial setting Experience of dealing with the public especially in confrontational circumstances	Experience of using SAGE Previous local government experience Experience of minuting meetings. Experience of supervising staff
Skills/ knowledge and aptitude	Able to produce reports on financial and other subjects IT skills Presentational skills Ability to problem solve	Ability to understand the legal framework in which the Parish Council operates. Understanding of operating environment of parish council
Motivation	Able to maintain good relationships with Councillors, contractors and public. Self-reliant and self-motivated.	Committed to working towards Local Council Scheme Willingness to undertake training and to act as the Council's representative.
Other	Able to attend evening meetings and demonstrate flexibility as required.	Driving licence, car owner and ability to travel