

Person Specification – Broadhempston Parish Clerk and Responsible Finance Officer

Competences	Essential	Desirable	How assessed
Qualifications/Education	5 GCSEs or equivalent including Maths and English	Bookkeeping qualification Recognised qualification in local government administration or willingness to work towards obtaining qualification	Original certificates
Experience in administration and finance	Experience of administration and finance Use of Microsoft Office, including Word, Excel and Publisher Experience of accounting and pay systems and preparing financial statements Experience of preparing agendas and taking minutes	Previous Local Government experience Managing budgets	CV and interview
Skills and ability	Good interpersonal skills and communication skills Ability to organise workload unsupervised within set frames Political sensitivity, tact and diplomacy		CV and interview

	IT skills to manage website and social media		
Other	Prepared to attend evening and weekends as required Full driving licence and ability to travel A flexible approach to working hours		CV and interview