

# COOKHAM PARISH COUNCIL

## Person Specification: Clerk to the Council/Responsible Financial Officer

	<b>Competency</b>	<b>Description</b>
1.	<b>Educational qualifications</b>	<p><b>Essential</b> Good general education: 5 GCSEs or equivalent including Maths and English.</p> <p><b>Preferred</b> <i>Candidates must be prepared to study for a recognised qualification in local government administration (CILCA or Cert Ed Local Policy)</i></p>
2.	<b>Work Experience</b>	<p><b>Essential</b> Ability to work competently with computer software – Word, Excel and Outlook – using email and the web for research. Experience of basic accounting and budget analysis. Experience of administering meetings. Experience of managing staff and contractors.</p> <p><b>Preferred</b> <i>Experience of working in a financial setting. Previous local Government experience.</i></p>
3.	<b>Skills/knowledge and aptitude</b>	<p><b>Essential</b> Ability to meet deadlines and prioritise workloads Ability to produce reports on budgets, policy development and other subjects. Ability to problem solve and act with initiative and imagination. Ability to deal with the public especially in sensitive or difficult circumstances. Excellent written and presentation skills. Ability to work with residents and outside bodies on major projects such as the revised Cookham Plan and the Village Design Statement.</p> <p><b>Preferred</b> <i>Ability to understand the legal framework in which the Parish Council operates. Understanding of burial and interment law and procedures. Understanding of operating environment within a Unitary Authority. Ability to establish networking contacts within the Parish and Borough.</i></p>

4.	<b>Project Management</b>	<p><b>Essential</b> Experience of managing several projects at the same time with a range of values, time scales, resources and criteria.</p> <p><b>Preferred</b> <i>Able to demonstrate a successful record of delivery of projects and to advise on policy issues.</i> <i>Ability to understand the concept of value for money.</i> <i>Efficient and effective use of resources.</i></p>
5.	<b>Motivation</b>	<p><b>Essential</b> Ability to maintain good relationships with Councillors, contractors and members of the public. Self reliant and self motivated. Work effectively as a team member.</p> <p><b>Preferred</b> <i>Committed to working towards quality council status.</i> <i>Willingness to undertake training and to act as the Council's representative.</i></p>
6.	<b>Respect for tradition</b>	<p><b>Essential</b> Sensitive to the history and heritage of the parish and the issues that are important to its residents.</p>
7.	<b>Other</b>	<p><b>Essential</b> Able to attend evening meetings and demonstrate flexibility as required. Hold clean driving licence, car owner and ability to travel.</p> <p><b>Preferred</b> <i>Willing to attend additional meetings at the Town Hall including the Parish Conference and DALC meetings.</i></p>