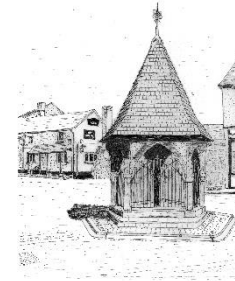


Bovingdon Parish Council

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PERSON SPECIFICATION CLERK OF THE COUNCIL AND REPOSIBLE FINANIAL OFFICER

Factor	Desirable	Essential
Attainments	<ul style="list-style-type: none"> • Holder of the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within one year of commencement. • Relevant organisational and administrative experience in a structured environment. • Experience of formal committee work, agenda preparation and minute taking • Experience of budget setting, monitoring processes, controls and financial management reports. • Project management experience. 	<ul style="list-style-type: none"> • High literacy and numeracy skills • Experience of dealing with the public and working on own initiative
Knowledge	<ul style="list-style-type: none"> • Knowledge of the governance, operational, legal and financial framework in which the Council operates. • Knowledge of health and safety law and data protection. • Knowledge of the local area. • Knowledge of budget setting, audit and monitoring processes. • Knowledge of insurance procedures and financial risk assessments. • Working knowledge of accounts and payroll systems, procedures and computer packages, • Working knowledge of procurement processes within a public sector setting. 	<ul style="list-style-type: none"> • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community

Factor	Desirable	Essential
Qualities and Attitudes	<ul style="list-style-type: none"> • Flexible, pro-active and 'hands on' approach to tasks. • Supportive – demonstrating loyalty and commitment to the organisation and colleagues in past employment. • Community focussed. • Ability to develop and maintain good relationships with staff, Councillors, external bodies, contractors and the public. • Commitment to the delivery of a quality service. • Proven ability to work as part of a team. 	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Proven ability and enthusiasm to adapt to change. • Enthusiastic with innovative qualities. • Business perspective and acumen. • Sensitive to working in a political environment.
Skills and Abilities	<ul style="list-style-type: none"> • High interpersonal skills with ability to form and maintain sound working relationships with others. • Formal agenda preparation and minute taking skills. • Ability to develop, implement and monitor effective systems and procedures. • Understanding of the basics of updating and publishing information on a website. • Be competent in working with all aspects of Press and Media including Social Media in its various forms. 	<ul style="list-style-type: none"> • IT literate with sound working knowledge of MS Office, Excel, Windows packages and eMail. • Ability to organise and prioritise own work. • Be able to show ability to work in a logical manner and to adhere to strict deadlines. • Sound written and oral presentation and communication skills with the ability to communicate effectively with others at all levels both internally and externally. • Knowledge of social media and current trends/developments.
Special Conditions	<ul style="list-style-type: none"> • Car driver/owner. 	<ul style="list-style-type: none"> • Willingness to work and/or attend meetings and functions in evenings e.g. Committees etc. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.