



Colsterworth & District Parish Council

PERSON SPECIFICATION

Designation: Clerk/ Proper Officer/RFO to Colsterworth and District Parish Council

	Essential	Desirable
Education: Professional qualifications and training	High level of numeracy and literacy Completion, or working towards completion of the Certificate in Local Council Administration	Bookkeeping qualifications.
Personal and practical qualities:	Experience of working in an office and dealing with the public Ability to work effectively on your own or in a team A good working knowledge and understanding of local government structure and practices Experience of advising and servicing committees and working with members Proven experience of PAYE, budget setting, financial accounts and control and VAT Competent in bookkeeping and administration (demonstrating high standard of computer literacy) Ability to recognise political/legal consequences of any action being contemplated by members Ability to communicate at all levels in the community both orally and in writing Excellent organisational skills	Confident public speaker Knowledge of a computer accounting package Experience of managing staff

Other:	Willingness to work evenings when council or committees meet Flexible and committed to the Council and its activities	Current driving licence
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