

HOLBROOK PARISH COUNCIL

JOB DESCRIPTION

Job Title: Clerk to the Council and Responsible Financial Officer

Reports to: Chair of the Council (first line manager)

Responsible to: The Council

Responsible for: All Council staff, property and financial resources

Attainments	
Essential	Desirable
Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.	Previous experience of working for local authority or similar body.
High levels of literacy and numeracy skills.	Experience of dealing with the public and working on own initiative.
Good organisational and administrative experience in a structured environment.	Evidence of policy and strategy advice and development.
Proven experience of formal Committee work, agenda preparation and minute taking.	Proven staff management experience.
	Proven project management experience.

Knowledge	
Essential	Desirable
Knowledge of local government system and procedures.	Knowledge of local authority planning procedures.
Knowledge of the governance and legal framework in which the Council operates.	Knowledge of local area.
Knowledge of budget setting, monitoring processes, controls and financial management reports.	Be able to show a knowledge of the current issues facing the Council.
Knowledge of health and safety law.	Be able to show a knowledge of importance of good public relations and how to raise the Council's profile in the community.

Personal qualities and attitudes	
Essential	Desirable
Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.	Proven ability and enthusiasm to adapt to change.
Flexible, pro-active and "hands on" approach to tasks.	Business perspective and acumen.
Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.	Sensitivity to working in a political environment.
Trustworthy with confidential information.	Ability to innovate.
Ability to demonstrate tact and diplomacy.	
Community focussed with ability to develop	

and maintain good relationships with external bodies, contractors and the public.	
Commitment to the delivery of quality service.	
Proven ability to work as part of a team.	

Skills and abilities	
Essential	Desirable
Ability to communicate effectively with others at all levels both internally and externally.	Ability to develop, implement and monitor effective systems and procedures.
Confident presentational skills.	Good understanding of the impact and use of social media to promote the organisation.
Excellent interpersonal skills and ability to form and maintain sound working relationships with key external bodies.	
Formal agenda preparation and minute taking skills.	
Ability to produce understandable and concise written reports on complex topics.	
Ability to organise and prioritise own and others work.	
Ability to work in a logical manner and to strict deadlines.	
IT literate with sound working knowledge of MS Office, Excel and Windows packages.	
Experience of website development and maintenance (HTML not required).	

Special Conditions	
Essential	Desirable
Willingness to work and/or attend Committees and other meetings and functions in evenings.	Current driving licence.
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.	
Able to provide a suitable home working environment including room for storage of Council equipment and files.	