



## PERSON SPECIFICATION

### CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

Attribute	Description	Essential	Desirable
Experience	Experience of working in local government	X	
	Experience of managing budgets and preparing financial reports	X	
	Payroll experience		X
	Office administration experience	X	
Skills	Ability to communicate effectively, orally, in writing or electronically, presenting views positively	X	
	Possesses a good degree of literacy and numeracy	X	
	Possesses excellent organisational skills	X	
	Proficient in MS Word, Excel and Outlook	X	
	Ability to develop relationships with people at all levels	X	
	Ability to work efficiently and effectively under pressure and on own initiative	X	
	Ability to work independently and to work as part of a team (for instance when organising an event)	X	
	Project management skills		X
	Experience in dealing with the public and contractors	X	
Knowledge	All tiers of local government and their inter-relationship		X
Qualifications	Either holds Certificate in Local Council Administration (CiLCA) or willing to work towards CiLCA		X
	Willing to undertake any additional training required	X	
Equal Opportunities	A knowledge, awareness and commitment to equal opportunities policies	X	

Other requirements	Available to attend evening meetings (normally most Mondays and other evenings on occasions)	X	
	Available to attend meetings in Holmfirth and outlying villages, as necessary, on weekdays	X	
	Full driving licence	X	
	Ability to maintain confidentiality	X	