



Clerk/Responsible Financial Officer Bradwell Parish Council - Person Specification

Competency	Essential	Desirable
Education, professional qualifications, and training	<ul style="list-style-type: none"> • High level of literacy and numeracy • Competent IT skills • Completion of, or working towards the Certificate in Local Council Administration (CiLCA) – or willingness to do so and qualify within two years. • Prepared to undertake training as identified by the council 	<ul style="list-style-type: none"> • Administration and bookkeeping qualifications
Abilities and Experience	<ul style="list-style-type: none"> • Experience of dealing with the general public • Ability to communicate effectively, orally, in writing and electronically • Effective time management • Political acumen and sensitivity with the ability to develop productive working relationships with councillors and advise all political groups and the Council as a whole in a professional and impartial manner. • Competent in bookkeeping and administration (demonstrating high standard of computer literacy) • Ability to assist the council with community engagement. • Ability to further raise the profile of the council 	<ul style="list-style-type: none"> • Confident public speaker • A good working knowledge and understanding of Local Government structure and practices
Additional	Willingness to work evenings when the council or working groups meet and at other times when needed.	Ability and means to travel to off-site meetings and courses as required