



Person Specification – Clerk and Responsible Financial Officer (RFO)

Essential Criteria

Qualifications and Knowledge

- Good standard of general education.
- Understanding of the role of local councils and the Clerk/RFO.
- Knowledge of local government law, procedures, and governance, or willingness to acquire it.
- Awareness of financial management principles and audit requirements.

Experience

- Experience of administrative work, including managing correspondence, records, and meeting preparation.
- Experience of financial administration, bookkeeping, or budget monitoring, including accurate record-keeping.
- Ability to understand and apply basic accounting principles.
- Experience of working with committees, boards, or formal decision-making bodies.
- Experience of producing clear written reports, minutes, or briefing notes.
- Experience sourcing contractors, requesting quotations, to support projects and maintenance work.
- Experience of managing staff and/or contractors, or supervising other in a structured environment.

Skills and Competencies

- Strong organisational and time-management skills, with the ability to prioritise and meet deadlines.
- Excellent written and verbal communication skills, with the ability to explain information clearly.
- Ability to interpret and apply policies, procedures, and legislation.

- Understanding of data protection. Confidentiality, and information governance (or willingness to acquire it).
- Competent IT skills, including use of email, MS applications including Word, Excel, PowerPoint.
- Ability to work independently, use initiative, and problem-solve.
- Accuracy and attention to detail, especially in financial and governance work.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to advise councillors confidently on governance, policy, and procedure.

Personal Qualities

- Professional, impartial, and committed to high standards of governance.
- Flexible and adaptable, with a positive approach to change.
- Confident working with councillors, residents, contractors, and council employees.
- Willingness to attend evening meetings and occasional events.

Desirable Criteria

Qualifications

- CiLCA (Certificate in Local Council Administration) or willingness to obtain it within 12–18 months.
- Relevant qualifications in finance, administration, or governance.

Experience

- Experience working in a parish, town, or local authority environment.
- Experience of community engagement, communications, or website/social media management.
- Experience of project management or delivering community initiatives.

Skills and Competencies

- Familiarity with accounting software used by local councils.
- Ability to draft policies, procedures, and strategic documents.