

### Clerk & RFO Person Specification

Attribute	Essential, Desirable	Evidence
<p><b>Qualifications:</b> High level of literacy and numeracy</p> <p>CILCA qualified, working towards <u>or</u> willing to undertake this qualification</p> <p>Finance, Admin or Legal qualification</p> <p>AAT /CIPD</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application and Interview</p> <p>Certificates</p> <p>Certificates and references</p> <p>Certificates and references</p>
<p><b>Skills:</b> Excellent written and verbal communication skills</p> <p>Computer literate with high level of administration skills</p> <p>AdvantEDGE Finance and Allotments software</p> <p>Intermediate to advanced user of MS Office and Outlook</p> <p>Ability to work on own initiative, be flexible and able to prioritise and multitask</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application process, interview and references</p> <p>Application, interview and references</p> <p>Application and interview</p> <p>Application, interview and references</p> <p>Interview and references</p>
<p><b>Experience:</b> Local Government, Clerk, Secretary, Finance, HR, H&amp;S</p> <p>Management of Finance &amp; Administration</p> <p>Experience and understanding of statutory duties including VAT and Payroll</p> <p>Discrete, compassionate, and aware of how to deal with sensitive and emotive issues</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview and references</p> <p>Interview and references</p> <p>Interview and references</p> <p>Interview and references</p>
<p><b>Other:</b> Ability to be flexible and attend evening meetings and to visit the village regularly to update noticeboards, liaise with the Chairman, check on contractors and monitor work in the village.</p>	<p>Essential</p>	<p>Interview and references</p>

### Rate your attribute

To help us understand your potential for this role, score your level of knowledge, skill and aptitude and return this with your application. 0 = none, 1 = some, 2 = average, 3 = good, 4 = excellent, 5 = star

PERSON SPECIFICATION Attribute	Essential, Desirable	Rate your attribute
<b>Qualifications:</b> High level of literacy and numeracy	Essential	0 1 2 3 4 5
CiLCA qualified, working towards or willing to undertake this qualification	Essential	0 1 2 3 4 5
Finance, Admin or Legal qualification	Desirable	0 1 2 3 4 5
AAT /CIPD	Desirable	0 1 2 3 4 5
<b>Skills:</b> Excellent written and verbal communication skills	Essential	0 1 2 3 4 5
Computer literate with high level of administration skills	Essential	0 1 2 3 4 5
AdvantEDGE Finance and Allotments software	Desirable	0 1 2 3 4 5
Intermediate to advanced user of MS Office and Outlook	Essential	0 1 2 3 4 5
Ability to work on own initiative, be flexible and able to prioritise and multitask	Essential	0 1 2 3 4 5
<b>Experience:</b> Local Government, Clerk, Secretary, Finance, HR, H&S	Desirable	0 1 2 3 4 5
Management of Finance & Administration	Essential	0 1 2 3 4 5
Experience and understanding of statutory duties including VAT and Payroll	Essential	0 1 2 3 4 5
Discrete, compassionate and aware of how to deal with sensitive and emotive issues	Essential	0 1 2 3 4 5
<b>Other:</b> Ability to be flexible and attend evening meetings and to visit the village regularly to update noticeboards, liaise with the Chairman, check on contractors and monitor work in the village.	Essential	0 1 2 3 4 5