

SOUTH SWINDON PARISH COUNCIL

**CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER
PERSON SPECIFICATION**

Criteria	Essential	Desirable
Education and Training	<p>Educated to at least A level or equivalent</p> <p>CILCA Qualified</p>	<p>Educated to degree level or equivalent</p> <p>Certificate of Higher Education in Community Governance</p>
Skills and Knowledge		
General	<p>Excellent written and oral communication skills</p> <p>Strong analytical skills</p> <p>Independent decision making, applying judgement as to when to refer decisions</p> <p>Effective prioritisation and delegation skills</p> <p>General administration and organisational skills</p> <p>At least 5 years experience of running a large parish or town council</p> <p>Ability to manage and implement changes diplomatically</p>	
Local Government	<p>Knowledge of the statutory duties of a Parish Council</p> <p>Managing meetings within legal regulations and to a predetermined agenda</p> <p>Knowledge of workings of local government</p>	<p>Knowledge of civic protocols</p>
Staffing	<p>Strong leadership skills</p> <p>Leading a team, inspiring and empowering staff</p> <p>Experience of working in a successful customer service environment</p> <p>Ability to build effective working relationships</p>	<p>Knowledge of current employment legislation</p>

	<p>with Members of the Council, staff and a range of stakeholders</p> <p>Managing a range of activities to deadlines within pre-agreed timescales, within changing priorities</p>	
Accounting & IT	<p>Use of IT including Microsoft Office, accounting and payroll packages</p> <p>Proven record of financial management of a large budget</p> <p>Implementing solutions to administration challenges using IT where appropriate</p> <p>Developing solutions to a range of practical and technical problems</p>	Knowledge of Sage Accounting and Payroll packages
Project Management	<p>Proven implementation of successful projects</p> <p>Ability to anticipate future needs as well as deliver on current priorities</p> <p>Experience of best practice and implementing appropriate</p> <p>Managing and deploying other significant non-financial resources across a range of projects</p>	