

WARMINGTON PARISH COUNCIL



Job Title: Clerk to the Council and Responsible Finance Officer

Responsible to: Warmington Parish Council.

Responsible for: All council staff, property, and financial resources

	Essential	Desirable
Education	<p>Willingness to undertake ongoing development training, including formal qualifications relevant to the job</p> <p>Holds or is working towards Certificate in Local Council Administration (CiLCA) or equivalent.</p> <p>5 GCSEs, including English and Maths</p>	<p>Degree or HNC (or equivalent) in relevant discipline</p> <p>Professional qualification relevant to the post</p> <p>An accounting qualification</p>
Work Experience	<p>Competent use of Microsoft Office 365, Outlook, Word, and Excel.</p> <p>Familiarity with formal meetings, their procedures, agenda, minutes, and subsequent actions</p> <p>Dealing with the public especially dealing with concerns and complaints sympathetically and timely.</p> <p>Dealing with sensitive issues</p> <p>Competent use of financial packages</p> <p>Familiarity with accounting procedures including preparing and monitoring budgets.</p>	<p>Local government experience</p> <p>Facilities management</p> <p>Project management</p> <p>Writing grant funding applications</p> <p>Partnership working</p> <p>Health and Safety at Work</p> <p>Working with councillors</p> <p>Previous parish clerk experience</p>

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<p>Skills, Knowledge, and aptitude</p>	<p>Ability to research and compile reports including numerical information.</p> <p>Ability to communicate clearly in writing and orally.</p> <p>Record keeping</p> <p>Ability to problem solve.</p> <p>Ability to work in a small team.</p> <p>Ability to deal with issues sensitively and with a good understanding of confidentiality.</p> <p>Ability to prioritise tasks.</p> <p>Flexibility to meet changing needs and requests.</p>	<p>Knowledge of local government law administrative and committee procedures</p> <p>Knowledge of planning law</p> <p>Minute taking</p> <p>Knowledge of managing and updating websites.</p> <p>Management of social media sites</p>
<p>Personal Qualities and Motivation</p>	<p>Must be able to work under pressure.</p> <p>Positive, 'can do' attitude.</p> <p>Diplomacy and tact</p> <p>A friendly disposition</p> <p>Ability to work both alone and harmoniously with Councillors, staff and public.</p> <p>Ability to form and maintain good working relationships.</p> <p>Self-reliant & Self-motivated</p>	
<p>Other</p>	<p>Willingness to attend evening meetings.</p> <p>Car owner and driver</p>	<p>Flexible approach to working hours</p>