

ROLE SPECIFICATION

Designation: Clerk/ Proper Officer/RFO to Belchford and Fulletby Parish Council

Competency	Essential	Desirable
Education: Professional qualifications and training	High level of numeracy and literacy Completion, or working towards completion of the Certificate in Local Council Administration	Achievement of the 10-module higher certificate in local policy Undertaken LALC /SLCC training towards CiLCA Book keeping qualifications
Abilities: Practical and Intellectual skills	Experience of working in an office and dealing with the public Ability to work effectively on your own or in a team A good working knowledge and understanding of local government structure and practices Experience of advising and servicing committees and working with members Competent in book keeping and administration (demonstrating high standard of computer literacy) Ability to recognise political/legal consequences of any action being contemplated by members Ability to communicate at all levels in the community both orally and in writing Excellent organisational skills	Confident public speaker Awareness of the advantages that new technology can have on the servicing of the Council and its Committees Typing Skills (40 wpm) Knowledge of a computer accounting package Experience of managing staff
Circumstances	Willingness to work evenings when council or committees meet Flexible and committed to the Council and its activities	Current driving licence