

## Person Specification Deputy Clerk/RFO

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
Relevant accounting qualification		✓
Certificate of Local Council Administration (Cilca) or <b>willingness</b> to complete within 2 years	✓	
<b>Work Experience</b>		
Minimum of two years working as a Responsible Finance Officer for a local council	✓	
Experience of financial management, including budgetary control and planning for budgets and preparing financial reports	✓	
Experience of internal and external audit preparation	✓	
Experience of end of year accounting	✓	
Experience of estates/building management	✓	
Experience of risk management	✓	
Experience of providing administrative support to Council (or similar body) committees (including minute taking)	✓	
Project management experience		✓
Working knowledge of social media and website use as information and promotional tools in a local council setting		✓
<b>Knowledge and Skills</b>		
Strong administration and organisational skills	✓	
High level of literacy together with the ability to read and analyse reports	✓	
Good numeracy and ability to understand financial data	✓	
Excellent IT skills, including Microsoft Outlook, Word, Excel and Internet search skills	✓	
Use of Local Council accounting software (e.g. Scribe, RBS Omega)	✓	
Knowledge of Health and Safety legislation and procedures for conducting risk assessments		✓
Understanding of: <ul style="list-style-type: none"> <li>• Receipts and Payment accounting</li> <li>• Setting budgets</li> <li>• VAT</li> <li>• Cash Control procedures</li> <li>• Internal/external audit procedures</li> </ul>	✓	

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Able to demonstrate excellent attention to detail	✓	
Ability to prioritise, meet deadlines and plan workload independently and effectively	✓	
Good written and verbal communication skills	✓	
Knowledge of planning matters		✓
<b>Behaviours and Characteristics</b>		
A 'service driven' and 'can do' attitude	✓	
Keen interest in local communities and their well-being and development	✓	
Willingness and ability to work flexible hours, including evenings	✓	
Hold a full driving licence	✓	
Excellent customer service focus	✓	
Commitment to Equal Opportunities and inclusivity	✓	