



PERSON SPECIFICATION

Job Title: Parish Officer - Finance and Administration

Job Location: Poringland Community Centre

	Essential	Desirable
Qualifications, Education and Training	<ul style="list-style-type: none"> • Good standard of maths and literacy. 	<ul style="list-style-type: none"> • Local Government qualifications. • Finance Qualifications. • Administration Qualifications.
Skills	<ul style="list-style-type: none"> • IT literate. • Ability to work as part of a team but also under own initiative, without supervision. • Good communication skills. • Ability to understand procedures and orders. • Ability to adapt to change. • Good organisational and administrative skills. • Ability to prioritise workloads. 	<ul style="list-style-type: none"> • Use of Parish Council accounting software Rialtas (or equivalent).
Knowledge	<ul style="list-style-type: none"> • Ability to operate office systems and procedures. • Understanding of VAT from the perspective of a business. 	<ul style="list-style-type: none"> • Knowledge of a parish or town Council. • Knowledge of voluntary organisations. • Understanding of community buildings and facilities. • Understanding of VAT from a Local Authority perspective.

Experience	<ul style="list-style-type: none"> • Relevant experience in administration and finance. • Experience in meeting deadlines. • Experience of working in a team. • Working with the public. 	<ul style="list-style-type: none"> • Experience of working at Town or Parish Council level. • Working with local communities.
Personal Qualities	<ul style="list-style-type: none"> • Willing to undertake necessary training as may be agreed. • Confident and self-motivated. • Enthusiastic, flexible and willing to participate in matters relating to the Council's work. • Pleasant, friendly, tactful and discreet nature. 	<ul style="list-style-type: none"> • An interest and a will to participate in all aspects of the Council's work.
Other Factors	<ul style="list-style-type: none"> • Lawfully permitted to work in the UK. • Fluent English speaker* • Ability to travel to locations not on public transport routes. 	

*This role is a customer facing public sector role as defined within Section 7 of the Immigration Act 2016.