

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: hhpc2009@hotmail.com

Tel: 07591 954002

Web: www.hockleyheathparishcouncil.org.uk

PERSON SPECIFICATION		
CLERK AND RESPONSIBLE FINANCE OFFICER TO HOCKLEY HEATH PARISH COUNCIL		
	Essential	Desirable
Education and Qualifications	5 GCSE's including mathematics and English (grade C or above), or equivalent qualifications	Certificate in Local Council Administration (CiLCA) or equivalent Educated to degree or HND level
Work Experience	Organisational and administrative experience in a structured environment Experience of dealing with the public	Previous experience of working for a local authority or similar body
Skills and Knowledge	Ability to prepare agendas and take minutes Ability to prepare a budget, monitor performance against a budget and produce financial reports Ability to issue invoices, purchase orders, contracts Ability to communicate effectively with others at all levels both internally and externally Excellent written and oral communication and presentational skills Ability to undertake research on a variety of topics or local issues Ability to form and maintain sound working relationships Ability to organise and prioritise own and others work Be able to work to strict deadlines Ability to take an objective approach IT literate with sound working knowledge of MS Office and spreadsheet use	Knowledge of insurance procedures and financial risk assessment Working knowledge of procurement processes within a public sector setting Knowledge of local government responsibilities, system and procedures Knowledge of the governance, operational and legal framework in which the Parish Council operates including local authority planning procedures Knowledge of employment and health and safety law and data protection Knowledge of relevant accounting procedures

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Qualities	Self-reliant and self-motivated with the drive, determination, and initiative to achieve results and motivate others with minimal supervision Flexible, pro-active, adaptable and a hands on approach to tasks Trustworthy with confidential information Ability to demonstrate tact and diplomacy Community focussed Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public Commitment to the delivery of a quality service Demonstrable ability to work as part of a team	Enthusiastic with innovative qualities Business perspective and acumen
Other	Willingness to attend meetings in the evening and visit the premises on occasional weekends/evenings Prepared to work varied hours to meet the needs of the post Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job Ability to work from home Willing to travel around the Parish and to the Parish Council's premises	Knowledge of the Parish area and local issues