

Hadnall Parish Council

Person Spec: Parish Clerk and Responsible Financial Officer

Qualifications and Training

- **Essential:** Willingness to work towards the Certificate in Local Council Administration (CiLCA).
- **Essential:** Commitment to continuing professional development (CPD) and training.
- **Desirable:** Already holds the Certificate in Local Council Administration (CiLCA).
- **Desirable:** Active membership in the Society of Local Council Clerks (SLCC).

Experience

- **Essential:** Experience in managing budgets, financial accounts, and balancing records.
- **Essential:** Experience in administrative management and coordinating public or formal meetings.
- **Essential:** Experience managing websites, social media, and secure digital workspaces.
- **Desirable:** Previous experience working as a Parish Clerk or within local government.
- **Desirable:** Experience in public sector procurement and managing third-party contracts.
- **Desirable:** Experience applying for external grants and managing community projects.

Knowledge and Skills

- **Essential:** Proficient in electronic banking, dual-authorisation systems, and VAT reclamation.
- **Essential:** Strong understanding of UK GDPR, data protection, and Freedom of Information (FOI).
- **Essential:** Excellent written communication skills for minutes, agendas, and formal correspondence.
- **Essential:** Ability to draft risk assessments and ensure Health and Safety compliance.
- **Desirable:** Strong knowledge of statutory legal provisions governing local parish councils.
- **Desirable:** Knowledge of Shropshire Council structures or local principal authority operations.

Personal Attributes and Working Style

- **Essential:** Highly organised with strict attention to meeting statutory deadlines.
- **Essential:** Ability to work independently with minimal supervision from a home office.
- **Essential:** High level of integrity for handling confidential and financial data.
- **Essential:** Collaborative approach to working with Councillors, the public, and media.

Special Circumstances

- **Essential:** Ability to work flexible hours, maintaining a secure home office space.
- **Essential:** Ability to attend bi-monthly evening meetings (typically Monday evenings at 7:30 PM).
- **Essential:** Flexibility to attend extraordinary meetings or training sessions as required.