

**PERSON SPECIFICATION**

**Post title:** Accounts Clerk

**Line Manager:** Parish Clerk and RFO

**Date Reviewed:** March 31<sup>st</sup> 2021

| <b>Attributes</b>    | <b>Essential</b>  | <b>Desirable</b>                              |
|----------------------|---|---|
| Relevant Experience  | Financial Accounts Administration   | Experience of working in Local Government     |
| Knowledge and Skills | Computer-based accountancy systems<br>Methodical approach and ability to maintain accurate and transparent data<br>Excellent numeracy and financial awareness<br>Excellent communications skills<br>Good organisation skills and an ability to prioritise<br>Able to work independently as well as in team<br>Used to dealing with confidential information and maintaining confidentiality at all times. | Knowledge of issues affecting Parish Councils |
| Qualifications       | Relevant accounts administration qualifications. Computer literate and able to use Microsoft Office, in particular Excel spreadsheets.  | Experience of Omega software                  |
| Personal Attributes  | Flexible approach to work<br>Friendly and enthusiastic<br>Good personal manner and presentable appearance.<br>Willingness to learn new skills as systems and needs develop.   |   |
| Work Circumstances   | To be willing to work flexibly, including weekends on occasion.   |   |