



Bassingbourn-cum-Kneesworth Parish Council

53 High Street, Bassingbourn, SG8 5LD

www.bassingbournparishcouncil.gov.uk

Clerk and Responsible Financial Officer to the Parish Council

Person Specification

Reporting to: Bassingbourn-cum-Kneesworth Parish Council

Location: Bassingbourn-cum-Kneesworth – Hybrid working. Attendance to full council parish meetings held on the first and third Tuesday of the month, in Bassingbourn, are required.

Weekly Contracted Hours: 20 hours with some flexibility for overtime.

Pay scale: The salary is based on the NALC national salary scale; SCP point 24 to 28 depending on qualifications and experience.

	Essential	Desirable
Qualifications	Educated to GCSE level or equivalent with minimum of English and Maths GCSE (Grade C/4). Undertaken formal training in role of Parish Clerk (CiLCA) or willing to work towards. Qualified to drive & has access to own vehicle.	Undertaken formal training in Cemetery Management.
Experience	Experience working as a Clerk/ RFO or an administrator in support of a local government organisation, operating a diverse range of activities. Experience in managing accounts, budget preparation, management & reporting.	Management of personnel. Experience of working with elected representatives and volunteers. Experience of procuring and managing services provided by third parties.
Knowledge / skills	Good understanding of Microsoft Outlook, Word, Excel and other related software. Good understanding of office technology for managing the council & its activities. Good leadership & time management skills. Able to plan meetings, set agendas and take minutes. Has a good understanding of Local Government legislation. Reasonably assertive & self-confident. Excellent verbal and written communication skills.	Knowledge of how to use social media platforms and develop the parish council's website.

	<p>Awareness of data protection laws and confidentiality.</p> <p>Evidence of Health and Safety knowledge.</p>	
Personal qualities	<p>Ability to deal calmly and sensitively with customers, sometimes in difficult situations.</p> <p>Self-motivated and able to work on your own initiative.</p> <p>Committed and enthusiastic about providing high-quality services to the local community.</p> <p>Time management skills with the ability to manage a busy and varied workload.</p>	Resourceful and practical approach to problem solving.
Other	<p>Willingness to undertake evening and occasional weekend work.</p> <p>Prepared to undertake some lone working.</p>	