

**BRAMPTON PARISH COUNCIL**

**Person Specification**  
**Parish Clerk / Responsible Financial Officer**

REQUIREMENT	ESSENTIAL	DESIRABLE
Working knowledge of local government including finance, law and procedure		√
Experience and skills in financial management	√	
IT Literate including word processing, spreadsheets and database	√	
Hold recognised qualification ie CiLCA - Certificate in Local Council Administration		√
Willing to work for CiLCA qualification	√	
Good written and oral communication skills with the ability to communicate with others	√	
Good administration and organisational skills	√	
Ability to produce minutes of meetings and answer correspondence	√	
Have the ability to work on own initiative, meeting strict deadlines	√	
Flexible attitude with hours including attendance at evening meetings	√	
Open and honest	√	
Home office with PC		√