



Person Specification

Clerk and Responsible Financial Officer to Pateley Bridge Town Council

Attribute	Essential	Desirable
<p><i>Experience</i></p> <ul style="list-style-type: none"> ▪ Experience of working in local government including committee administration ▪ Experience of monitoring budgets and preparing financial statements ▪ Experience in dealing with the public 	√	√ √
<p><i>Skills and Aptitudes</i></p> <ul style="list-style-type: none"> ▪ Ability to communicate effectively, both orally and in writing ▪ A high degree of literacy and numeracy ▪ Ability to absorb information and summarise concisely ▪ Excellent organisational skills ▪ Ability to develop relationships with people at all levels ▪ Ability to work efficiently and effectively on own initiative ▪ Computer literate ▪ Ability to use social media 	√ √ √ √ √ √ √	
<p><i>Knowledge</i></p> <ul style="list-style-type: none"> ▪ Knowledge of all tiers of local government and their inter-relationship ▪ Willing to undertake any additional training 	√	√
<p><i>Personal Qualities</i></p> <ul style="list-style-type: none"> ▪ Ability to maintain discretion and confidentiality ▪ Self-motivation 	√ √	