

**HORDEN PARISH COUNCIL**  
**Administration & Finance Officer**  
**Person Specification**

<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>Qualifications</u></b>  4 GCSE's including Maths & English at grade A-C, or equivalent	Previous experience of financial/accounts.
<b><u>Experience</u></b>  Previous experience of working with the public in a customer orientated setting.  Previous experience of Data Input.  Clerical Experience.	Previous Local Government experience.  Previous experience of working within partnership settings.  Experience of preparation of wages.
<b><u>Other Skills</u></b>  Good interpersonal skills at all levels, ability to work with a variety of people.  IT literate, particularly word processing, spreadsheets and database.  Ability to work under pressure and meet tight deadlines.  Self motivated, able to work with initiative.	Other IT skills, eg Desk Top Publishing.  Knowledge of the role and responsibilities of Parish or Town Councils.