

CLERK TO THE COUNCIL

PERSON SPECIFICATION

Factor	Essential	Desirable
Experience/qualification	<ul style="list-style-type: none">• Good organisational and administrative experience in a structured environment.• Proven experience of formal Committee work, agenda preparation and minute taking.• Bookkeeping experience.• Proven sound budget preparation, management and financial control systems experience.	<ul style="list-style-type: none">• Good level of literacy/numeracy /education/training• Previous experience of working for local authority or similar body.• Experience of dealing with the public and working on own initiative.• Experience of website maintenance.• Experience of Committee work.• Experience of financial forward planning
Knowledge	<ul style="list-style-type: none">• Knowledge of budget setting, monitoring processes, controls and financial management reports.	<ul style="list-style-type: none">• Knowledge of local government system and procedures.• Knowledge of the governance and legal framework in which the Council operates.• Knowledge of local area. • Knowledge of VAT.• Knowledge of web site maintenance

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Qualities and Attitudes	<ul style="list-style-type: none">• Self-reliant and self-motivated with the drive, determination and initiative to achieve results.• Flexible, pro-active and "hands on" approach to tasks.• Supportive - demonstrating loyalty and commitment to the organisation.• Trustworthy with confidential information.• Ability to demonstrate tact and diplomacy.• Commitment to the delivery of quality service.• Proven ability to work as part of a team.	<ul style="list-style-type: none">• Proven ability and enthusiasm to adapt to change.• Enthusiasm and innovative qualities.• Sensitivity to working in a political environment.• Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.
Skills and Abilities	<ul style="list-style-type: none">• Ability to communicate effectively with others at all levels both internally and externally.• Good interpersonal skills and ability to form and maintain sound working relationships with key external bodies.• Formal agenda preparation and minute taking skills.• Ability to produce understandable and concise written reports.• Ability to organise and prioritise own work.• Ability to work in a logical manner and to strict deadlines.• IT literate with sound working knowledge of MS Office, Excel, Windows packages and• Ability to implement and monitor effective systems and procedures.	
Special Conditions	<ul style="list-style-type: none">• Willingness to work and attend Committees and other meetings and functions in evenings.• Prepared to work varied hours to meet the needs of the post.• Willingness to attend and undergo training to acquire relevant new skills or knowledge relevant to the post of Parish Council Clerk.	