PERSON SPECIFICATION

CLERK TO APPLETON WISKE PARISH COUNCIL

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| **Attribute** | **Description** | **Essential** | **Desirable** |
| Experience | * 5 years experience of working in local government including committee administration.
* Experience of monitoring budgets and preparing financial statements and final accounts
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| Skills | * Ability to communicate effectively, either orally, in writing or electronically and to present views positively.
* Possesses a high degree of literacy and numeracy.
* Possesses excellent organisational skills.
* Ability to use MS Word / Excel.
* Ability to develop relationships with people at all levels in the organisation.
* Ability to work efficiently and effectively under pressure and on own initiative.
* Ability to manage other employees.
* Experience in dealing with the public.
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| Knowledge / Qualification | * Knowledge of all tiers of local government and their inter-relationship.
* Either holds CiLCA or is willing to work towards obtaining CiLCA.
* Willing to undertake any additional required training.
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| Equal Opportunities | * A knowledge, awareness and commitment to equal opportunities policies.
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| Other Requirements | * Availability to attend evening meetings, al least monthly.
* Availability to attend meetings elsewhere in the village during the day and to have a 'presence' in the village on a regular basis.
* Ability to maintain confidentiality.
* Good project management skills.
* Con supply own office facilities, including computer with internet capability.
* Computer literate in relevant software packages.
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