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 |  |  |
| 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. |  |  |
| Equal Opportunities | * A knowledge, awareness and commitment to equal opportunities policies. |  |  |
| 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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