

PERSON SPECIFICATION

CLERK TO APPLETON WISKE PARISH COUNCIL

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 5 years experience of working in local government including committee administration. • Experience of monitoring budgets and preparing financial statements and final accounts 		
Skills	<ul style="list-style-type: none"> • 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. 		
Knowledge / Qualification	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • A knowledge, awareness and commitment to equal opportunities policies. 		
Other Requirements	<ul style="list-style-type: none"> • Availability to attend evening meetings, at 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. • Can supply own office facilities, including computer with internet capability. • Computer literate in relevant software packages. 		