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. * Should there be an equivalent to local government? Could, for example, working in the voluntary sector or appropriate post in industry or commerce be suitable? * Some knowledge of local government organisation and operation. * Experience of monitoring budgets and preparing financial statements and final accounts |  |  |
| Skills | * Ability to communicate effectively, either (not options. All three are needed) orally, in writing or electronically and to present views positively.(present balanced views) * Possesses a high degree of literacy and numeracy. * Possesses excellent organisational skills. * Ability to use MS Word / Excel. (email, Internet) * 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.(Some Staff management experience) * Experience in dealing with the public.(and difficult individuals) * Ability to meet deadlines * Knowledge of legal requirements – e.g. GDPR, Freedom of Information etc. * Knowledge of issues affecting local community * Car Driver (with cover for business travel?) with full license * Knowledge of VAT returns * Ability to produce accurate minutes and agendas |  |  |
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| Knowledge / Qualification | * GCSE grade C (or current grade 4) maths and English? * Knowledge of all tiers of local government and their inter-relationship. * Either holds CiLCA or is willing to work towards obtaining CiLCA. (at which level?) * 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, atleast monthly. * Availability to attend meetings elsewhere 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.(I thought we supplied a PC computer. Important for security etc.) * Computer literate in relevant (needs to be specific) say * Word Processing, Spreadsheet, email, internet software   packages.  Processing emails, correspondence and invoices in a timely manner  TACT  Available to work evenings  Attention to detail |  |  |
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