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
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| 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.
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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, 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 mannerTACTAvailable to work eveningsAttention to detail |  |  |
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