

PERSON SPECIFICATION

CLERK TO APPLETON WISKE PARISH COUNCIL

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>5 years experience of working in local government including committee administration.</li> <li><u>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?</u></li> <li><u>Some knowledge of local government organisation and operation.</u></li> <li>Experience of monitoring budgets and preparing financial statements and final accounts</li> </ul>		
Skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively, either <u>(not options. All three are needed)</u>, orally, in writing or electronically and to present views positively. <u>(present balanced views)</u></li> <li>Possesses a high degree of literacy and numeracy.</li> <li>Possesses excellent organisational skills.</li> <li>Ability to use MS Word / Excel. <u>(email, Internet)</u></li> <li>Ability to develop relationships with people at all levels in the organisation.</li> <li>Ability to work efficiently and effectively under pressure and on own initiative.</li> <li>Ability to manage other employees. <u>(Some Staff management experience)</u></li> <li><u>Experience in dealing with the public. (and difficult individuals)</u></li> <li><u>Ability to meet deadlines</u></li> <li><u>Knowledge of legal requirements – e.g. GDPR, Freedom of Information etc.</u></li> <li><u>Knowledge of issues affecting local community</u></li> <li><u>Car Driver (with cover for business travel?) with full license</u></li> <li><u>Knowledge of VAT returns</u></li> <li><u>Ability to produce accurate minutes and agendas</u></li> </ul>		
Knowledge / Qualification	<ul style="list-style-type: none"> <li><u>GCSE grade C (or current grade 4) maths and English?</u></li> <li>Knowledge of all tiers of local government and their inter-relationship.</li> <li>Either holds CiLCA or is willing to work towards obtaining CiLCA. <u>(at which level?)</u></li> <li>Willing to undertake any additional required training.</li> </ul>		
Equal Opportunities	<ul style="list-style-type: none"> <li>A knowledge, awareness and commitment to equal opportunities policies.</li> </ul>		
Other Requirements	<ul style="list-style-type: none"> <li>Availability to attend evening meetings, <u>a at-</u> least monthly.</li> <li>Availability to attend meetings elsewhere <u>in the village</u> during the day and to have a 'presence' in the village on a regular basis.</li> <li>Ability to maintain confidentiality.</li> <li>Good project management skills.</li> <li><del>Can</del> <u>Can</u> supply own office facilities, including</li> </ul>		

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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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