PERSON SPECIFICATION

CLERK/RFO TO APPLETON WISKE PARISH COUNCIL

|  |  |  |  |
| --- | --- | --- | --- |
| Attribute | Description | Essential | Desirable |
| Experience | * Experience of working in local government

 including committee administration.* Experience of monitoring budgets and preparing financial statements and final accounts
 |  | XX |
| Skills | * Ability to communicate effectively, both orally,and 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 to deadlines and on own initiative.

~~Ability to manage other employees.~~* Experience in dealing with the public
 | XXXXX | X |
|  | X |
|  |  |
|  |  |
| Knowledge / Qualification | * Knowledge of all tiers of local government and their inter-relationship.
* Either holds ILCA, or CiLCA or is willing to work towards obtaining CiLCA.
* Willing to undertake any additional required training
 | X | XX |
| Equal Opportunities | * A knowledge, awareness and commitment to equal

 opportunities policies. |  | X |
| Other Requirements | * 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.~~
* Have facility to use PC provided laptop ~~including computer~~

With own internet capability, telephone etc.* Computer literate in relevant software packages.
 | X |  |
|  | XX |
|  | XX |
|  |  |

Staffing Committee Person Specification final draft 02/2/2022