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 |  | X  X |
| 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 | X  X  X  X  X | 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 | X  X |
| 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 |  |
|  | X  X |
|  | X  X |
|  |  |

Staffing Committee Person Specification final draft 02/2/2022