

PERSON SPECIFICATION

CLERK/~~RFO~~ TO APPLETON WISKE PARISH COUNCIL

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of working in local government including committee administration. Experience of monitoring budgets and preparing financial statements and final accounts 		X X
Skills	<ul style="list-style-type: none"> 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. <p>Ability to manage other employees.</p> <ul style="list-style-type: none"> Experience in dealing with the public 	X X X X X X	 X
Knowledge / Qualification	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A knowledge, awareness and commitment to equal opportunities policies. 		X
Other Requirements	<ul style="list-style-type: none"> 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	