

## Person Specification - Parish Clerk

Requirement	Essential	Desirable
<b>Qualifications /Education /Training</b>	<ul style="list-style-type: none"> <li>▪ Good standard of literacy and numeracy (GCSE grade 6 in Maths and English or equivalent)</li> <li>▪ Must undertake all necessary training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bookkeeping or accounting qualification</li> <li>▪ CiLCA qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Office Administration</li> <li>▪ Bookkeeping, accounting or payroll experience</li> <li>▪ Experience of working in Local Government</li> <li>▪ Minute taking.</li> <li>▪ Meeting organisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk or Councillor of Parish Council</li> <li>▪ Event management experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Local Government sector, and regulations/guidance as they relate to Parish Councils</li> <li>▪ Knowledge of Health and Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the legal and financial procedures relating to local councils</li> </ul>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>▪ Computer skills (competent in use of emails, MS Office and other computer software</li> <li>▪ Letter and report writing skills</li> <li>▪ Good communication and customer care skills to promote work of Parish Council in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>▪ Confident of speaking in public</li> <li>▪ WordPress website building</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Ability to manage time effectively to ensure work of Council is carried out in a timely fashion</li> <li>▪ Mature and confident to work alone and with minimal supervision</li> <li>▪ Adaptable to changing circumstances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work on own initiative</li> <li>▪ Stay calm under pressure</li> <li>▪ Enthusiastic and community-minded</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Able and willing to attend monthly evening Council meetings at Thomas Cranmer Centre or other physical venue</li> <li>▪ Work occasional weekends</li> <li>▪ Ability to inspect the Council's land and buildings</li> <li>▪ Commitment to complete CiLCA qualification within 18 months of commencing duties</li> </ul>	<ul style="list-style-type: none"> <li>▪ Represent the Council at meetings and conferences</li> </ul>