

# CLERK TO FISKERTON-CUM-MORTON PARISH COUNCIL

## PERSON SPECIFICATION

### **Essential**

#### Knowledge/qualifications

English/Maths	GCSE or equivalent
Financial Management experience	Able to manage financial matters/read and Present management accounts

#### Skills

Computer skills	Word processing, spreadsheets, internet. Able to update website. Use of Scribe Software and Zoom
Communication skills	Oral and in writing (letters/reports/minutes)
Minute-taking	Able to produce succinct minutes in the Required format
People skills	Dealing with the public/difficult people
Problem-solving skills	Demonstrate initiative to solve problems

#### Attitudes

Can work in own initiative	Carry out research to provide advice, Contribute to ideas and policies
Able to work under pressure	Must be able to meet deadlines
Able to work flexible hours	Servicing evening meetings and very Occasional weekend events

### **Desirable**

#### Knowledge/qualifications

CiLCA qualification	Holds CiLCA or willing to train
Knowledge of local government	Previous experience at local government/ Parish council level
Knowledge of the locality	Awareness of local issues

Knowledge of relevant legislation

Local Government Act 1972, Transparency Code, FOI and GDPR etc.

### Skills

Creative ability

Able to contribute to the design of notices, Newsletters and website etc

Presentation skills

Able to use equipment and speak in public

Using office machinery

Computer, scanner etc

Car driver

Attendance at meetings and courses

Meetings skills

Experience of protocols in meetings