

## PERSON SPECIFICATION FOR A PARISH CLERK

### ESSENTIAL

#### Knowledge/qualifications:

English/Maths

Must undertake all necessary training

Financial management experience

GCE 'O' Level/GCSE or equivalent

Certificate in Local Council Administration (CILCA)

Able to manage financial matters/read and present management accounts

#### Skills:

Computer skills

Management skills

Communication skills

Good people skills

Good telephone manner

Problem-solving skills

Wordprocessing, spreadsheets, internet

Staff management

Oral and in writing (letters/reports)

Dealing with the public/difficult people

Deal with enquiries/keep records

Demonstrate initiative to solve problems

#### Attitudes:

Can work on own initiative

Carrying out research to provide advice, contribute to ideas/policies

Able to work under pressure

Must be able to meet deadlines

Able to work to flexible hours

Servicing evening meetings/weekend functions

### DESIRABLE

#### Knowledge/qualifications:

Holds Local Policy Qualifications

Some knowledge of local government

Some knowledge of the locality

Some knowledge of relevant Acts of Parliament

CertHE or above University of Gloucestershire

Previous experience at local government level

Main issues affecting the area

Local Government Acts, Data

Protection, Freedom of Information, Employment Law and Transparency Act.

Governance and Accountability

#### Skills:

Creative ability

Able to contribute to the design of notices and newsletters

Presentation skills

Able to use equipment and speak in public

Using office machinery

Computer, photocopier and fax

Car driver

Attendance at meetings and courses

Meetings skills

Experience of protocols in meetings and taking minutes

#### Attitudes:

A team person

Able to work well with others

A positive attitude

Able to deal with negativity from people

Live within ten miles of the office

Reasonable journey time (it is up to a candidate to assess their ability to attend the place of work). Clearly the range of what is considered to be essential will vary depending on the size and range of functions within a given parish council.