



PARISH CLERK & R.F.O. – PERSON SPECIFICATION

Competency	Essential	Desirable
Education, Professional Qualifications and training	<p>High level of numeracy and literacy.</p> <p>Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent]</p>	<p>Administration/Bookkeeping qualifications.</p> <p>Certificate in Local Council Administration (CiLCA)</p>
Abilities: Practical and intellectual skills	<p>Experience of working in a public-facing role.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Ability to communicate at all levels orally and in writing, with good presentation skills.</p> <p>Experience of staff management including delegation and an ability to motivate and develop staff.</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisational skills.</p> <p>Ability to work collaboratively with Council members and third-party individuals and organisations.</p> <p>Ability to successful build community links.</p> <p>Competent in bookkeeping and using a computer-based financial package.</p> <p>Demonstrate a high standard of computer literacy e.g., MS Word, Excel, PowerPoint, Outlook and website admin.</p>	<p>Confident public speaker.</p> <p>Experience of managing a small team.</p> <p>A good working knowledge and understanding of Local Government structure and practices.</p> <p>An Understanding of Planning Legislation.</p> <p>Proven project management experience.</p> <p>Health & Safety and risk assessment experience.</p> <p>Commercially aware to develop income streams,</p> <p>Event planning experience.</p>
Circumstances	<p>Willingness to work flexibly as required. Attending monthly evening Council meetings and occasional weekend and evening working for events.</p> <p>Current driving licence, own transport.</p>	