

	Essential	Desirable
Qualifications	Good level of general education including GCSE English and Maths or equivalent and further study up to Level 3.	Further education to Graduate Level and/or CiLCA (foundation - Level 3) Qualification.
Experience of	General office administration. Working with others and team working. Handling correspondence. Using spreadsheets and word processing packages. Working in a public-facing role. Handling paperwork and filing.	Working as a Parish Clerk or RFO or in another capacity in local government. Accounts, budgets, banking systems and invoices. Project management. Managing resources and asset registers. Negotiating with and managing external suppliers Website administration. Public relations including press releases and/or newsletter.
Knowledge of	Local government procedures and values. General health and safety and preparing risk assessments. GDPR and data protection.	Accounting, cash books, bank reconciliation and invoicing methods and procedures. Knowledge of best value and quality principles and procedures. Local government finance and audit regulations. Employment legislation. Preparing funding applications/bids
Skills	Ability to manage own time and workload under direction. Team working. Written and verbal communication. Word processing and spreadsheets. Agenda creation and generation of proposals. Minute taking.	Project management. Accountancy and book keeping.
Personal	Good time keeping and self motivated. Enthusiasm for training and personal development. Able to complete all tasks with special modifications if required.	Driver and car owner. Sense of humour.