

Myddle, Broughton & Harmer Hill Parish Council Clerk - Person Specification:

	Essential	Desirable
Educational Qualifications	Good level of general education, including English and Maths.	Further education to A level. Certificate in Local Council Administration (CiLCA)
Administrative and Communication Skills	Ability to relate to and communicate effectively with colleagues, members of the public and external agencies. Ability to give objective advice and information to members. High level of literacy alongside the ability to read and analyse reports. Experience of office administration Well organised in record keeping & ensuring that actions are followed up appropriately.	Some knowledge of Local Government. Project management skills. Knowledge of Best Value and Quality Council principles and procedures.
Office Management/personnel / people skills	Ability to prioritise work, set targets and generally efficiently organise work. Deal considerately with colleagues, elected members and the public. Work effectively as part of a team.	.
Health and Safety / Risk Management	Awareness and knowledge of Health and Safety legislation and procedures for conducting risk assessments.	
Finance	Ability to set budgets and monitor expenditure/forecasts against these, maintain accurate accounts and present them to councillors. Preparation of accounts and documents for audit. Ability to use electronic banking	Good knowledge of Local Government finance and the accounts and audit regulations. Understanding of taxation as it applies to Parishes – VAT & PAYE
IT Skills	Computer literate, with particular knowledge of Microsoft Word, Excel, and PowerPoint, to provide effective and efficient administration and finance. Ability to manage a simple website, maintaining it in a structured and informative manner, including new material as appropriate.	.
Special factors	Able to organise workloads to take account of evening and weekend commitments, including attendance at meetings. Be able to adapt to changing situations and meet new challenges enthusiastically. Ability to travel across the parish and to meetings as required (access to a vehicle or equivalent transport)	
Meetings & legal obligations for Parish Councils	Understanding of agendas, minutes, standing orders, financial regulations, legal powers and servicing committees generally. Willingness to study and achieve the Certificate in Local Council Administration (CiLCA)	General knowledge of legal procedures and law as it applies to Local Government
Community Commitment and Service Delivery	Keen interest in the local community and their well-being.	Ability to prepare funding bids to local, regional and national agencies.
Physical requirements	Ability to carry out the duties of the post using any appropriate aids or adaptations.	