

JOB TITLE: CLERK TO COUNCIL

Person Specification:

	Essential	Desirable
Educational Qualifications	Good level of general education including GCSE English and Maths.	Further education to A level. Certificate in Local Council Administration (CiLCA)
Administrative and Communication Skills	Ability to relate to, and communicate with staff, members of the public and external agencies. Ability to give objective advice and information to members. High level of literacy together with 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 organise work in an efficient manner. Deal sympathetically with colleagues, elected members and the public. Work effectively as part of a team.	.
Health and Safety / Risk Management	Knowledge of Health and Safety legislation and procedures for conducting risk assessments.	
Finance	Set budgets, maintain accurate accounts and present them to members. 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 in particular knowledge of Microsoft word, excel and power point to provide effective and efficient administration and finance. Ability to manage a simple website, including updating it with new material & keeping it structured	.
Special factors	Able to organise workloads to take account of evening and weekend commitments. Be able to respond to changing situations and meet new challenges enthusiastically Car owner/driver.	
Meetings & legal obligations for Parish Councils	General knowledge of legal procedures and law as it applies to Local Government. Understanding of agendas, minutes, standing orders, financial regulations, legal powers and servicing committees generally.	
Community Commitment and Service Delivery	Keen interest in 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.	