

Person Specification

Job Title: Bold Parish Council - Clerk to the Council

Knowledge	E = Essential D = Desirable
Knowledge of financial management procedures & Control	Essential
Commitment to & understanding of equal opportunities	Essential
Knowledge of Health & Safety Training or willingness to undertake once in post	Essential
Knowledge of Health and Safety and associated legislation	Desirable
Knowledge of public sector administration and associated legislation including the Data Protection Act and the Freedom Of information Act	Desirable
Knowledge of community and local organisations within the area of responsibility of the parish clerk	Desirable
Knowledge of local area	Desirable
Skills and Abilities	E = Essential D = Desirable
Excellent communication skills (written & spoken)	Essential
Appreciation of Information Technology and working knowledge of Word / Excel	Essential
Ability to access & source information from internet	Essential
Excellent organisational skills	Essential
Ability to prioritise work load and maintain varying deadlines	Essential
Ability to work professionally & on own initiative to provide information & advice to Parish Council	Essential
Good interpersonal and communication skills	Essential
A good level of I.C.T literacy including the use of word processing and websites.	Essential
Good administration skills including accuracy, diligence, minuting and compliance with timescales	Essential

Experience	E = Essential D = Desirable
Experience in an administrative role preferably within local government	Essential
Experience at supervisory level in the Public, private or voluntary sector	Desirable
Experience of committee processes & procedures	Desirable
Experience of monitoring budgets, procurement, invoicing and the ability to complete and maintain financial records	Essential
Experience of planning and managing projects to ensure their delivery within agreed timescales	Essential
Qualifications	E = Essential D = Desirable
Good general standard of education	Essential
Certificate of Local Council Administration or equivalent	Desirable
Financial / Management Administration qualification at approved NVQ level	Desirable
Other Circumstances	E = Essential D = Desirable
Flexible attitude to work and the willingness to attend evening and weekend events from time to time	Essential
Availability of a vehicle with relevant licence and Insurance	Desirable