

CRANTON PARISH COUNCIL

PERSON SPECIFICATION

CLERK TO THE COUNCIL



Criteria

Essential(E)/ Desirable(D)

1. Educational and Professional Qualification

- Good general standard of education. E
- Certificate of Local Council Administration or equivalent or
Willing to undertake and achieve the qualification within two years of taking up the post. D

2. Knowledge and Experience

- Experience of working in an administrative role, preferably within local government or authority. E
- Experience of committee processes and procedures E
- Experience of financial management and control and setting budget E
- Knowledge of a variety of IT packages - word processing, excel, Outlook or equivalent, online submissions e.g. VAT reclaim, PAYE & pension E
- Knowledge of local government administration D
- Knowledge of local area D

3. Skills and Abilities

- Excellent written and verbal communication skills E
- Ability to prepare agendas and accurate minutes E
- Ability to keep financial records and produce financial statements E
- Proven interpersonal skills with ability to work with the community and the principal authority E

4. Personal Qualities and Attributes

- Excellent organisational skills E
- Ability to prioritise workload and achieve time/date targets E
- Self motivated so as to be able to undertake research in new areas as necessary E
- Ability to provide information and advice to the Council on own initiative E
- Ability to work co-operatively with Council Members E
- Understand and demonstrate commitment to equality and diversity in service delivery and employment term E

5. Other Requirements

- ***Be able to attend meetings in the evening.*** E
- Be committed to continuing professional development. E