

CLERK TO FERNHURST PARISH COUNCIL PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Education & Qualifications	High level of literacy and numeracy	<p>Degree or equivalent qualification.</p> <p>Holds, or willing to obtain, the Certificate in Local Council Administration (CiLCA)</p> <p>Other recognised qualifications in finance, administration, project management, health & safety.</p>
Competences. (Experience, knowledge, skills & abilities)	<p>Proactive and competent in the use of IT resources and basic website management.</p> <p>Ability to build trust and confidence within the council and community.</p> <p>An interest in grass-roots local government.</p> <p>Confident oral communication.</p> <p>Ability to analyse, organise and communicate information and data.</p> <p>Ability to write clear, concise and accurate minutes of meetings.</p> <p>Experience of financial management, budget setting and monitoring.</p> <p>Ability to manage projects; delivering results to agreed specification, budget and timescale.</p> <p>Ability to manage resources: playground, cemetery, public toilets, village green, woodland, bus shelters.</p>	<p>Working knowledge and understanding of local government structure and practices.</p> <p>Experience of meetings administration.</p> <p>A working knowledge of the principles of double-entry bookkeeping; ability to use a computerised accounting package and basic payroll.</p> <p>Experience of project management.</p>

Key Criteria	Essential	Desirable
Personal Attributes & Qualities	Self-motivated Ability to work evenings when council and committee meetings occur. Ability to prioritise workload.	Used to sole working conditions.