

Employee Specification : Parish Clerk

Characteristics:

Able to work on own initiative	Essential
Disciplined and methodical approach	Essential
Willingness to be flexible in approach	Essential
Professional outlook	Essential
Tenacious and ability to prioritise tasks as appropriate	Essential
Honesty and transparency	Essential
Willingness to undertake required learning including software systems	Essential
A commitment to localism and community activity	Essential
Ability to present appropriately in a variety of situations	Essential
Resilient and capable of dealing with varying work pressures	Essential

Knowledge:

of health and safety requirements	Desirable
of equality and diversity requirements of local authorities	Desirable
of governance in a local government context	Highly Desirable
of the legalities relating to data management, confidentiality and safeguarding	Desirable

Experience:

of administrative role	Highly Desirable
of financial role	Highly Desirable
of staff management	Desirable
of minute taking	Desirable

Abilities:

to write succinct and clear reports	Desirable
to use computer packages such as word, outlook and excel	Highly desirable
to use computer packages to support HR, Payroll, Tax, Finance delivery	Highly desirable
to build productive working relationships	Essential

Qualifications

Certificate in Local Council Administration or commitment to complete within 18 months	Essential
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Special Conditions

To attend evening meetings as appropriate	Essential
Willingness to work from home and make arrangements for suitable document security	Essential
To act as key holder for Parish Council assets	Essential

Note: The Parish Council presently schedules 10 general meetings per year. These are held on the last Thursday of each month with the exception of August and December. These meetings presently start at 6.30pm. The council may also need to convene Extraordinary meetings to enable business to be conducted.