



CARSINGTON & HOPTON PARISH COUNCIL

PARISH CLERK and RFO

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Education/training/experience which demonstrates high literacy and numeracy skills. • Relevant organisational and administrative experience in a structured environment. • Demonstrable experience of agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports. 	<ul style="list-style-type: none"> • Previous experience of working for local authority or similar body. • Experience of dealing with the public and working on own initiative.
Knowledge	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, system and procedures in which the Council operates including planning procedures 	<ul style="list-style-type: none"> • Knowledge of local area.
Qualities and Attitudes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results • Flexible, pro-active and hands on approach to tasks. • Trustworthy with confidential information. 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change.

- Ability to demonstrate tact and diplomacy.
- Ability to develop and maintain good relationships with councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.

Skills and Abilities

- Ability to communicate effectively with others at all levels
- Ability to produce understandable and concise written reports on complex topics.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Holds Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.

Special Conditions

- Willingness to attend meetings in evenings.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.