

PERSON SPECIFICATION FORM – BALDERSTONE PARISH COUNCIL

JOB TITLE: CLERK TO THE COUNCIL and RESPONSIBLE FINANCIAL OFFICER

Qualifications	Essential	Desirable	Useful
Good general standard of education.	x		
Possess the Certificate in Local Council Administration (CiLCA) or be willing to attain it.		x	
Be prepared to undertake additional training as necessary.	x		
Be able to meet the statutory requirements of the Council in issuing Notices of Meetings, Agendas, Minutes and Correspondence	x		
Experience	Essential	Desirable	Useful
Similar experience in an administrative role	x		
Experience of Local government structure and processes	x		
Experience of running simple payroll, with legal deadlines	x		
Knowledge/Skills/Abilities/Qualities and Attributes	Essential	Desirable	Useful
Possess good command of English language, write clearly & concisely, speak clearly and effectively.	x		
Excellent organisation skills - achieve and maintain varying strict deadlines and prioritise workloads.		x	
Plan and work efficiently under pressure.		x	
Be capable of exercising tact, diplomacy, discretion and assertiveness, with Councillors, Members of the Public and Representatives of Outside Agencies.	x		

Be adaptable and able to respond to changing demands and circumstances.		x	
Be willing to work during the evening and some unsocial hours (as the Parish Council meets during the evening).	x		
Work effectively in a team and be able to relate well to colleagues.	x		
Contribute to the aims and objectives of the Council.		x	
Working knowledge of Local Government financial matters, a sound working knowledge of local government law, procedures, functions and structures.	x		
Have knowledge of financial management, procedures and controls and have the ability to prepare budgets and ongoing control of them.		x	
Ability to undertake Risk Assessments		x	
Working knowledge of current IT and computer systems (such as Microsoft Word and Excel). Experience in research, using search engines and the internet.	x		
Own Transport	x		
Knowledge or experience in updating a web site and producing a newsletter.		x	
Ability to project positive image of Parish Council and local community.	x		