

**CLERK AND RESPONSIBLE FINANCIAL OFFICER TO STANTON BY DALE PARISH
COUNCIL**

PERSON SPECIFICATION

Competency	Essential	Desirable
Education, Professional Qualifications and training	<p>High level of numeracy and literacy</p> <p>Holds the CiLCA qualification or willing to achieve the CiLCA qualification for Local Council Clerks within the near future</p>	<p>Achievement of any certification / qualification relating to local government.</p> <p>Administration and / or book-keeping qualifications</p>
Abilities: Practical and Intellectual skills	<p>Experience of working in an office and dealing with the public and contractors</p> <p>Ability to work effectively on your own or in a team</p> <p>Ability to be the sole worker in an office environment / working from home</p> <p>Ability to prioritise work</p> <p>Competent in book-keeping and administration (demonstrating a high standard of computer literacy)</p> <p>Ability to recognise political / legal consequences of action being recommended by Councillors</p> <p>Ability to communicate at all levels, in the community – orally, in writing and on social media</p> <p>Excellent organisational skills</p>	<p>Confident public speaker</p> <p>Experience in advising and servicing committees and working with Councillors</p> <p>A good working knowledge and understanding of Local Government structure and practices</p>
Circumstances	<p>Willingness to work evenings when the Council or its committees meet</p> <p>Flexible and committed to the effectiveness of the Council</p>	