

CLERK TO THE COUNCIL/RFO

Person Specification

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Education & Training	Good Standard of general education.	✓		Application Form (AF)
	Undertaken formal training in Role of Parish Clerk (CiLCA).	✓		AF
	Qualified to drive & has access to own vehicle.	✓		AF
	Undertaken formal training in Cemetery Management.		✓	AF
Experience	Two years' experience working as a Clerk/ RFO or an Administrator in support of a local gov. organisation operating a diverse range of activities.	✓		AF/Interview
	Experience in managing accounts, budget preparation, management & reporting.	✓		AF/Interview
	Management of personnel .		✓	AF/Interview
	Experience of working with elected representatives and volunteers.		✓	AF
	Experience of procuring and managing services provided by third parties.	✓		AF/Interview
Knowledge & Skills	Good understanding of Microsoft Outlook, Word, Excel and other related software.	✓		Interview
	Good understanding of office technology for managing the Council & its activities.	✓		Interview
	Knowledge of how to use social media platforms and develop Council's website.	✓		AF/Interview
	Good leadership & time management skills.	✓		Interview
	Knows how to plan meetings, set agendas and take minutes.	✓		AF/Interview
	Has a good understanding of Local Government legislation.	✓		AF/Interview
	Good communication/reasoning skills both verbal and written.	✓		Interview
	Reasonably assertive & self-confident.	✓		Interview
	Positive outlook and an interest in local issues	✓		AF/Interview
	Other	Is available to work flexibly for up to 25 hours weekly, including evenings.	✓	
Is able to work from home and also the Parish Office in Elm, as required.		✓		AF/Interview

