

PERSON SPECIFICATION:

Essential:

- Strong administrative and organisational skills
- Excellent communication abilities (both written and verbal)
- Ability to work flexibly to meet the needs of the Council and to attend evening meetings as necessary.
- Proficiency in IT, including Microsoft Word, Excel, and email/internet use – laptop will be provided.
- Ability to work independently from home and manage time effectively
- Understanding of the principles of local government, including statutory duties and financial procedures.
- Commitment to professional development, including a willingness to undertake training.

Desirable:

- Previous experience in a local government role or similar administrative position
- Familiarity with financial management and bookkeeping
- CiLCA qualification (or willingness to obtain it)
- Familiarity with the area covered and the work of the Parish Council