**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