

JOB TITLE: CLERK TO CLUNBURY PARISH COUNCIL

Person Specification

	Essential	Desirable
Educational Qualifications	Good level of general education including GCSE English and Maths.	Further education to A level.
Administrative and Communication Skills	Ability to relate to, and communicate with members of the public and external agencies. Ability to give objective advice and information to members. High level of literacy together with the ability to read and analyse reports. Ability to act as the Council's Public Relations Officer.	Experience of office administration. Some knowledge of Local Government. Project management skills. Knowledge of Best Value and Quality Council principles and procedures.
Office Management / personnel / people skills	Ability to prioritise work, set targets and generally organise work in an efficient manner. Deal sympathetically with elected members and the public. Work effectively as part of a team.	
Health and Safety / Risk Management	An awareness of Health and Safety legislation and procedures for conducting risk assessments.	
Finance	Set budgets, maintain accurate accounts and present them to members.	Good knowledge of Local Government finance and the accounts and audit regulations.
IT Skills	Computer literate in particular knowledge of Microsoft word, excel and power point to provide effective and efficient administration and finance.	
Special factors	Able to organise workloads to take account of evening and weekend commitments. Be able to respond to changing situations and meet new challenges enthusiastically.	Car owner/driver
Meetings	General knowledge of legal procedures and law as it applies to Local Government. Understanding of agendas, minutes, standing orders, financial regulations, legal powers and servicing committees generally.	Certificate in Local Council Administration. Or University of Gloucester Foundation Degree in Local Policy
Community Commitment and Service Delivery	Keen interest in local community and their well-being.	Ability to prepare funding bids to local, regional and national agencies.
Equal Opportunities	Commitment to Equal Opportunities.	
Physical requirements	Ability to carry out the duties of the post using any appropriate aids or adaptations.	