

**PERSON SPECIFICATION**

**PARISH CLERK & RESPONSIBLE FINANCE OFFICER**

**SILKSTONE PARISH COUNCIL**

Attribute	Description	Essential	Desirable
Experience	Experience of working in local government		X
	Experience of managing budgets and preparing financial reports	X	
	Payroll experience		X
	Office administration experience	X	
Skills	Ability to communicate effectively, orally, in writing or electronically presenting views positively.	X	
	Possesses a good degree of literacy and numeracy	X	
	Possesses excellent organisational skills	X	
	Proficient in MS Word, Excel and Outlook	X	
	Ability to develop relationships with people at all levels	X	
	Ability to work efficiently and effectively under pressure and on own initiative	X	
	Ability to work independently from home and to work as part of a team (for instance when organising an event)	X	
	Project management skills		X
	Experience in dealing with the public and contractors	X	
Knowledge/	Knowledge of all tiers of local government and their inter-relationship		X
Qualifications	Either holds CiLCA (Certificate in Local Council Administration) or willing to work towards the Introduction to Local Councils Management (ILCM) and CiLCA		X
	Willing to undertake any additional required training	X	
Equal Opportunities	A knowledge, awareness and commitment to equal opportunities policies	X	
Other Requirements	Available to attend evening meetings at least monthly	X	
	Available to attend meetings in Silkstone and Silkstone Common on weekdays	X	
	Ability to maintain confidentiality.	X	
	Can provide office space in own home (office furniture, computer, printer and scanner will be supplied)	X	
	Full driving licence	X	