

PERSON SPECIFICATION

PARISH CLERK & RESPONSIBLE FINANCE OFFICER

SILKSTONE PARISH COUNCIL

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of working in local government Experience of managing budgets and preparing financial statements Office administration experience 	 X X	X
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, orally, in writing or electronically presenting views positively. Possesses a high degree of literacy and numeracy Possesses excellent organisational skills Ability to use MS Word, Excel and Outlook Ability to develop relationships with people at all levels Ability to work efficiently and effectively under pressure and on own initiative Ability to work independently from home and to work as part of a team (for instance when organising an event) Experience in dealing with the public and contractors 	 X X X X X X X X	
Knowledge/ Qualifications	<ul style="list-style-type: none"> Knowledge of all tiers of local government and their inter-relationship Either holds CiLCA (Certificate in Local Council Administration) or willing to work towards the Introduction to Local Councils Management (ILCM) and CiLCA Willing to undertake any additional required training 	 X X	X
Equal Opportunities	<ul style="list-style-type: none"> A knowledge, awareness and commitment to equal opportunities policies 	X	
Other Requirements	<ul style="list-style-type: none"> Available to attend evening meetings at least monthly Available to attend meetings in Silkstone and Silkstone Common on weekdays Ability to maintain confidentiality. 	 X X X	

	<ul style="list-style-type: none">• Good project management skills• Can provide office space in own home (office furniture, computer, printer and scanner will be supplied)	X X	
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