

STIFFKEY PARISH COUNCIL

PERSON SPECIFICATION – CLERK TO THE COUNCIL

Competency	Essential	Desirable
Education, Professional Qualifications and Training	High level of numeracy and literacy 5 GCSEs Grade A-C (or equivalent) in English and Maths	Holds the CiLCA qualification Certification or qualification relating to Local Government Administration or bookkeeping qualifications
Abilities: Practical and Intellectual Skills	Ability to work alone without supervision. Experience in dealing with the public and contractors Ability to prioritise your work Competent in bookkeeping and administration (demonstrating high levels of computer literacy) Ability to communicate at all levels in the community both orally, in writing and electronically Excellent organisational skills	A good understanding of Local Government structure and practices Experience in advising and servicing committees and working with councillors Confident public speaker Working knowledge of computer based accounting systems including Excel
Circumstances	Willingness to work evenings when the Council meets Flexible and committed to the effectiveness of the Council	Current driving licence