

PARISH CLERK - PERSON SPECIFICATION

	ESSENTIAL	PREFERRED
EDUCATION	<ul style="list-style-type: none"> • Minimum 5 GCSE at grade C or above • CiLCA or obtain qualification within 6 months of appointment 	<ul style="list-style-type: none"> • Educated to GCSE A level • General Management or appropriate Local Government qualification

Qualification certificates will need to be presented at interview.

ATTRIBUTES & CRITERIA	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (APPLICATION OR INTERVIEW)
A high level of organisational, procedural and policy knowledge for a medium sized Parish Council	Essential	Application
Excellent IT skills including Microsoft Word and Excel	Essential	Application
Experience in using sector specific accounting software	Desirable	Application
Advisory, negotiating and persuasive skills	Essential	Application and interview
Ability to interpret information or situations and solve straightforward problems	Essential	Application and interview
Supervision of staff and/or contractors	Essential	Application
Ability to prepare and manage a budget	Essential	Application
Living locally within a 20 mile radius of Lyneham and with own transport	Essential	Application and Interview
Prepared to attend evening meetings as required	Essential	Application and interview
Ability to produce clear and concise reports on a range of subjects, including financial.	Essential	Application
Innovative and creative individual who is resilient in the face of critical approaches from members of the public	Essential	Application and interview
A track record of delivering projects successfully, within timescales and budget	Desirable	Application and interview
A thorough , comprehensive knowledge of the legal framework within which a Parish Council operates	Desirable	Application and interview
A good understanding of how Local Government in general works and in particular the Parish Council sector	Desirable	Application and interview