

MEARE PARISH COUNCIL

Person Specification: Parish Clerk

Competencies	E = essential	D = desirable	How Assessed
Qualifications / Education / Certification 5 GCSE's (or equivalent) at grades A-C including Maths and English 2 A level (or equivalent) passes at A* - C A suitable degree or equivalent Certificate in Local Council Administration (CiLCA) or willingness to work towards obtaining the qualification	E D D		Original certificates Application form and interview
Experience in Administration and Finance 2 years or more in administration and finance, preferably in a similar role Preparing agendas and minutes Setting and managing budgets and preparing financial statements Placing and managing orders for invoicing for services provided	E E E E		Application form, interview and references
Experience in managing contractors Experience in managing contractors, including agreeing annual work plans and conducting reviews of performance	E		Application form, interview and references
Knowledge of Local Authority Environment Understanding of the legal requirements governing the activities of a Parish Council. Some understanding of how Local Authorities work.	D E		Interview
Experience in managing projects to deliver required outcomes Ability to ensure progress is maintained and deadlines met Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements/aspirations	E E		Application form, interview and references
Skills and abilities Good IT skills, enabling use of internet, emails, word processing, financial spreadsheets and website administration. Good at communicating clearly and working with a range of people in different roles Able to write clearly and accurately Excellent skills in organising own workload and meeting deadlines Diplomatic and tactful	E E E E E		Application form, interview and references
Motivation and Ethics			

Ability to work diligently in a home based environment Ability to work effectively and efficiently under pressure and unsupervised Trustworthy with confidential information Self-motivated and confident with a flexible attitude to working	E E E E	Interview
Other Prepared to attend monthly evening meetings of Council and some committees and on rare occasions, weekend events as required. Ability to travel within the parish Full Driving Licence Living within 10 miles of Meare	E E D	Interview Application form