

**BISHOPS LYDEARD AND COTHELSTONE PARISH COUNCIL**

**CLERK TO THE COUNCIL  
PERSON SPECIFICATION**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.</li> <li>• Relevant organisational and administrative experience in a structured environment.</li> <li>• Experience of dealing with the public and working on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working for local authority or similar body.</li> <li>• To be at least CiLCA, ACCA or equivalent part qualified and be prepared to work towards obtaining the full qualification.</li> <li>• Experience of formal Committee work, agenda preparation and minute taking.</li> <li>• Experience of budget setting, monitoring processes, controls and financial management reports.</li> <li>• Experience of financial forward planning.</li> </ul>
<b>Knowledge and Qualities</b>	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated with the drive, determination and initiative to achieve results.</li> <li>• Flexible, pro-active and hands on approach to tasks. Trustworthy with confidential information.</li> <li>• Ability to demonstrate tact and diplomacy.</li> <li>• Community focussed.</li> <li>• Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local area.</li> <li>• Knowledge of local government responsibilities, system and procedures</li> <li>• Knowledge of insurance procedures and financial risk assessment.</li> <li>• Working knowledge of accounts and payroll systems and procedures and computer packages.</li> <li>•</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with others at all levels both internally and externally.</li> <li>• Excellent written and oral communication and presentational skills.</li> <li>• Ability to develop, implement and monitor effective systems and procedures.</li> <li>• Ability to organise and prioritise own workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Good presentational and reporting skills using relevant IT programmes.</li> <li>• Flexibility and ability to respond quickly to situations.</li> <li>• IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel and Windows packages.</li> </ul>

<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Willingness to work and/or attend Committees and other meetings and functions in evenings.</li><li>• Prepared to work varied hours to meet the needs of the post.</li><li>• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.</li></ul>	
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