

Condover Parish Council Parish Clerk & Responsible Financial Officer

Person Specification

Educational / Professional qualifications

Essential

- GCSE English and Mathematics at grades A – C, or equivalent
- High level of literacy and numeracy

Desirable

- A recognised qualification in local government administration or the commitment to study and obtain the ILCA qualification within six months and to obtain the Certificate in Local Council Administration (CiLCA) within two years of commencement of the post.

Skills & Personal Attributes

Essential

- Use of MS Word, Excel, and PowerPoint to an intermediate or advanced standard.
- Experience of producing minutes at meetings (training given)
- Experience of producing and interpreting financial reports (training given)
- Ability to self-motivate in order to work individually, and as part of a team.
- Excellent administrative & organisational skills, with a proven ability to prioritise work, set and meet agreed timescales.
- Experience of working in a public-facing role & dealing with members of the public.
- Ability to work collaboratively with Parish Council members, and third-party individuals and organisations.
- Ability to maintain and build successful community links as required.
- Ability to communicate verbally, and in writing, with good presentation skills.
- Ability to motivate and ensure colleagues complete legislative training as required.
- Ability to provide sound and impartial advice to Councillors based on current legislation or best practice guidance from NALC guides (training given)
- Ability to understand the legal framework in which the Parish Council operates, including an understanding of health & safety, public liability, data protection, equalities, and freedom of information legislation (training given)
- Experience of using payment systems, including Pension

Desirable

- Confident public speaker.
- Experience of working within a small team.
- A good working knowledge and understanding of Civil Service / Local Government structure and practices.
- Previous Civil Service / Local Government / Town or Parish Council experience preferred, but not essential
- An understanding of Planning Legislation.
- Proven project management experience.
- Health & Safety and risk assessment experience.
- Commercially aware to develop income streams
- Event planning experience