

FLAXTON PARISH COUNCIL
EXAMPLE PERSON SPECIFICATION - CLERK

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 5 years' experience of working in local government including committee administration • Experience of monitoring budgets and preparing financial statements and final accounts 		<p>X</p> <p>X</p>
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, either orally, in writing or electronically and to present views positively. • Possesses a high degree of literacy and numeracy • Possesses excellent organisational skills • Ability to use MS Word / Excel • Experience in managing content on a website • Ability to develop relationships with people at all levels in the organisation • Ability to work efficiently and effectively under pressure and on own initiative. • Experience in dealing with the public 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Knowledge / Qualifications	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter-relationship • Either holds CiLCA or is willing to work towards obtaining CiLCA • Willing to undertake any additional required training 	<p>X</p> <p>X</p>	<p>X</p>
Equal Opportunities	<ul style="list-style-type: none"> • A knowledge, awareness, and commitment to equal opportunities policies 	<p>X</p>	
Other Requirements	<ul style="list-style-type: none"> • Availability to attend evening meetings, at least monthly • Availability to attend meetings elsewhere in the village during the day and to have a 'presence' in the village on a regular basis • Ability to maintain confidentiality • Good project management skills • Can supply own office facilities, including computer with internet capability • Computer literate in relevant software packages 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	