

PERSON SPECIFICATION: ASSISTANT CLERK

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Education</b>	GCSE (or equivalent) Mathematics and English	Qualification in local council administration  Qualification in local council financial administration
<b>Experience</b>	Experience in a finance, administrative or local government role  Experience working on own initiative and as part of a team	Previous experience of working within a Parish Council  Experience of organising public meetings, taking minutes and producing minutes for publishing
<b>Skills and knowledge</b>	Strong knowledge of MS Excel / Google Sheets for creation and maintenance of spreadsheets and MS Word for preparing reports  IT literate  An interest in or knowledge of the Parish Council  Strong written and verbal communication skills and an ability to use tact and diplomacy where relevant  Organisational and administration skills  High standards of accuracy	Understanding of public sector organisations including purpose, cultures, structure and interrelations
<b>Personal Qualities</b>	Holder of current UK driving licence and access to own transport  Ability to prioritise own workload and maintain varying deadlines  Ability to work on own initiative  Ability to respect and keep confidentiality  A flexible approach to the role  Attendance at evening meetings  Willingness to attend training and other events to become and remain informed	