

Thursby Parish Council

PERSON SPECIFICATION

Designation: Clerk/ Responsible Financial Officer to Thursby Parish Council

Competency	Highly Desirable	Desirable
Education, Professional qualifications and training	<p>High level of numeracy and literacy</p> <p>Completion or willingness to work towards the AQA Certificate in Local Council Administration.</p>	Administration / Book keeping qualifications
Abilities: Practical and Intellectual skills	<p>Ability to work effectively on your own and in a team</p> <p>A working knowledge and understanding of Local Government structure and practices.</p> <p>Competent in book keeping and meetings administration</p> <p>Computer literacy (Including Word processing spreadsheets and update of web sites)</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Excellent organisational skills</p>	<p>Experience of dealing with the public</p> <p>Confident public speaker</p> <p>Knowledge of a computer accounting packages.</p> <p>Experience of managing a small team.</p> <p>Past experience as a Parish Council Clerk</p> <p>Experience of managing small projects</p>
Circumstances	<p>Willingness to work evenings when council or committees meet.</p> <p>Willingness to undertake training</p> <p>Flexible and committed to the Council.</p> <p>Current driving license</p>	Live within the parish boundaries