Person specification
Parish Clerk, Proper Officer & Responsible Finance Officer, Elmswell Parish Council

Essential skills and knowledge

Experience and knowledge of the parish sector
Experience or knowledge of the parish sector.
A willingness to undertake training if necessary, to gain the understanding of the legal and procedural issues surrounding them would be essential.

IT literate
Competent user of WORD, email, internet research communications etc.

Financial skills
Able to deliver projects efficiently to budget

Reporting skills
The ability to provide minutes, agendas and reports and other written material using clear and concise English.

Interpersonal skills

- Ability to deal with the public and other local authorities/organisations
- Patience and the ability to listen
- Take and give instructions
- Teamworking skills
- Empathetic approach

Personal skills

- Self motivating
- Excellent organisational skills
- Able to prioritise
- Able to meet targets and deliver to tight deadlines
- Flexibility for weekend/evening work
- Work proactively
- Enthusiasm and care for the community

Communication skills
Must be able to demonstrate that they have the skills or experience to clearly and persuasively impart information, with the flexibility to adapt to different audiences and effectively communicate.

Desirable skills and knowledge

Experience and knowledge of the parish sector
An appreciation of the role and strategic importance of the town and parish sector would be desirable.

Certificate in Local Council Administration (CiLCA) or other local administration qualification
Minimum requirement is a willingness to train for the CiLCA.

Representation
A willingness to attend meetings or events to represent the Councils as required.