

Kingsbrook Parish Council

PERSON SPECIFICATION FOR A CLERK

ESSENTIAL

Knowledge/qualifications:

English/Maths	Minimum C grade GCSE or equivalent
Must undertake all necessary training	National Association of Local Councils/Society of Local Council Clerks.
Financial management experience	Able to manage financial matters/read and present management accounts, PAYE and auto enrolment. AAT qualified (or equivalent qualification/experience) preferred.

Skills:

Computer skills	Competent with Microsoft Office (2016 onwards), email communication, website management, online booking tools and cloud-based accounting software.
Management skills	Contractor management, co-ordinating responses from Councillors.
Communication skills	Strong verbal and written communication essential
Good people skills	Good customer focussed attitude, with the ability to deal with a variety of situations.
Problem-solving skills	Demonstrate initiative to solve problems as well as anticipating them.
Meetings skills	Experience of protocols in meetings (training can be provided here) and taking minutes

Attitudes:

Can work on own initiative	Carrying out research to provide advice, contribute to ideas/policies
Able to work under pressure	Must be able to meet deadlines
Able to work to flexible hours	Servicing evening meetings/weekend functions
A team person	Able to work well with others
A positive attitude	Able to deal with negativity from people

DESIRABLE

Knowledge/qualifications:

Some knowledge of local government
Some knowledge of the locality
Some knowledge of relevant Acts
of Parliament

Some knowledge of the education
sector
Willing to undertake professional
training

Skills:

Creative ability

Presentation skills

Car driver

Previous experience at local government level
Main issues affecting the area
Local Government Acts, Data
Protection, Freedom of Information, Employment
Law
Experience with local school governance,
education authority and interaction with schools
Certificate in Local Council Administration (CILCA)

Able to contribute to the design of
notices and newsletters

Able to use equipment and speak in
public

Attendance at meetings and courses

Other:

Live within the parish

Reasonable journey time (it is up to a candidate to
assess their ability to attend the place of work).