

# 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

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)

Skills:

Creative ability  
Presentation skills  
Car driver

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).