

**PERSON SPECIFICATION**

**CLERK TO RAWCLIFFE PARISH COUNCIL**

<b>Attribute</b>	<b>Description</b>	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li>• 5 years experience of working in local government including committee administration.</li> <li>• Experience of monitoring budgets and preparing financial statements and final accounts</li> </ul>		<b>X</b>  <b>X</b>
Skills	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, either orally, in writing or electronically and to present views positively.</li> <li>• Possesses a high degree of literacy and numeracy.</li> <li>• Possesses excellent organisational skills.</li> <li>• Ability to use MS Word / Excel.</li> <li>• Ability to develop relationships with people at all levels in the organisation.</li> <li>• Ability to work efficiently and effectively under pressure and on own initiative.</li> <li>• Ability to manage other employees.</li> <li>• Experience in dealing with the public.</li> <li>• Ability utilise social media effectively</li> </ul>	<b>X</b>  <b>X</b> <b>X</b> <b>X</b>  <b>X</b>  <b>X</b> <b>X</b> <b>X</b> <b>X</b>	
Knowledge / Qualification	<ul style="list-style-type: none"> <li>• Knowledge of all tiers of local government and their inter-relationship.</li> <li>• Either holds CiLCA or is willing to work towards obtaining CiLCA within a reasonable time frame</li> <li>• Willing to undertake any additional required training.</li> </ul>	<b>X</b>  <b>X</b>	<b>X</b>
Equal Opportunities	<ul style="list-style-type: none"> <li>• A knowledge, awareness and commitment to equal opportunities policies.</li> </ul>	<b>X</b>	
Other Requirements	<ul style="list-style-type: none"> <li>• Availability to attend evening meetings, at least monthly.</li> <li>• Availability to attend meetings elsewhere in the village during the day and to have a 'presence' in the village on a regular basis.</li> <li>• Ability to maintain confidentiality</li> <li>• Good project management skills.</li> <li>• Computer literate in relevant software packages.</li> </ul>	<b>X</b>  <b>X</b>  <b>X</b> <b>X</b> <b>X</b>	