

PERSON SPECIFICATION

Designation: Clerk/ Proper Officer/RFO to Utterby Parish Council

Competency	Essential	Desirable
<p>Education:</p> <p>Professional qualifications and training</p>	<p>High level of numeracy and literacy.</p> <p>Knowledge of a Microsoft packages including Excel and Word.</p> <p>Willingness to undertake Clerk and RFO training if not previously undertaken.</p>	<p>Undertaken LALC /SLCC training towards CiLCA</p> <p>Book keeping qualifications</p> <p>IT qualifications</p>
<p>Abilities:</p> <p>Practical and Intellectual skills</p>	<p>Ability to work effectively on your own or in a team</p> <p>A good working knowledge and understanding of local government structure and practices</p> <p>Experience of advising and servicing committees and working with members</p> <p>Competent in book keeping and administration (demonstrating high standard of computer literacy)</p> <p>Ability to recognise political/legal consequences of any action being contemplated by members</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Excellent organisational skills</p>	<p>Confident public speaker</p> <p>Typing Skills (40 wpm)</p> <p>Experience of managing staff</p>
<p>Circumstances</p>	<p>Willingness to work evenings when council or committees meet</p> <p>Flexible and committed to the Council and its activities</p>	<p>Current driving licence</p>