

RADLEY PARISH COUNCIL

PERSON SPECIFICATION

CLERK TO PARISH COUNCIL		
	Essential	Preferred
1. Educational qualifications	Good general education: 5GCSEs or equivalent including Maths and English	Educated to degree or HND level A recognised qualification in local government administration
2. Work Experience	Good office management skills Experience of minuting meetings Experience of working in a financial setting Experience of dealing with the public especially in confrontational circumstances	Experience of using SAGE Previous local government experience Experience of supervising staff
3. Skills/ knowledge and aptitude	IT skills (Microsoft Office) – typing and spreadsheet skills Ability to minute meetings Able to produce reports on financial and other subjects Presentational skills Ability to problem solve	Ability to understand the legal framework in which the Parish Council operates. Understanding the way Parish Councils work, especially in relation to District and County Councils
4. Motivation	Able to maintain good relationships with Councillors, contractors and public Self reliant and self motivated.	Committed to working towards achievement of quality status by Parish Council
5. Other	Able to attend evening meetings and demonstrate flexibility as required. Driving licence, car owner and ability to travel	