

# Hanham Abbots

## PARISH COUNCIL

### Clerk to Hanham Abbots Parish Council

#### Person Specification

CATEGORY	ESSENTIAL	DESIRABLE
<b>Education and qualifications</b>	<ul style="list-style-type: none"><li>• Good general standard of education with a minimum of 5 GCSEs passes at grades A*- C (or equivalent) including Maths &amp; English.</li><li>• Holds Certificate of Local Council Administration (CiLCA) or willingness to achieve this qualification within 18 months of appointment.</li></ul>	<ul style="list-style-type: none"><li>• Education to A level standard with 2 A level passes at grades A*-C (or equivalent)</li></ul>
<b>Previous experience</b>	<ul style="list-style-type: none"><li>• Minimum of 3 years experience in administration and finance.</li><li>• Experience of meeting processes &amp; procedures, including preparing agendas, taking minutes and progressing decisions/actions.</li><li>• Experience of financial management procedures &amp; control, including setting &amp; managing budgets, preparing financial reports, placing &amp; managing orders &amp; invoicing for services provided.</li><li>• Experience of working within or with local government.</li></ul>	<ul style="list-style-type: none"><li>• Experience of PAYE &amp; VAT processes.</li><li>• Liaising &amp; working with other organisations.</li><li>• Working with community &amp; voluntary groups.</li><li>• Managing others to ensure effective individual &amp; team performance and development.</li></ul>
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"><li>• Ability to create and manage own workload in an environment of competing and changing priorities in order to meet agreed deadlines.</li><li>• A creative and open-minded approach to problem solving and working with others to develop solutions.</li><li>• Excellent communication skills, both written and oral.</li><li>• Excellent organisational and record keeping skills.</li></ul>	<ul style="list-style-type: none"><li>• Project/task management involving (for example) staff, stakeholders, partners and community.</li><li>• Knowledge of health and safety legislation.</li><li>• Understanding of risk management and preparation of risk assessments.</li></ul>

	<ul style="list-style-type: none"> <li>• Proficient IT user, including ability to use Office 365, social media platforms &amp; administration of the Parish Council website.</li> <li>• Knowledge and understanding of parish council practice and functions.</li> <li>• Knowledge of procedures, roles, duties and responsibilities of parish councillors.</li> <li>• Knowledge of local government administration/legislation that governs the activities of a parish council.</li> <li>• Knowledge of General Data Protection Regulation and Freedom of Information policies.</li> </ul>	
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work alone and as a flexible team player with good interpersonal skills.</li> <li>• Ability to deal with a wide range of people and enquiries in an impartial, diplomatic and professional manner.</li> <li>• Proactively project a positive image of the parish council &amp; local community.</li> <li>• Commitment to engage with the community to understand local issues, concerns and aspirations.</li> <li>• Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the community.</li> <li>• A positive 'can do' attitude and commitment to continuous learning and personal development.</li> <li>• Ability to work in a trusted role, demonstrating integrity and loyalty to the wider team.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willing to work evenings to cover meetings/events and, on rare occasions, weekend events as required.</li> <li>• Capacity to work from home.</li> <li>• Ability to attend various sites and facilities in and around the parish.</li> </ul>	