

Pirton Parish Council			
Person specification for Parish Clerk			
Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 5 years experience of working in local government, including committee administration. • Experience of monitoring budgets, preparing financial statements and final accounts 	X	X
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, orally, in writing and electronically, and to present views positively. • Possess a high degree of literacy and numeracy. • Possess excellent organisational skills. • Ability to use MS word and excel. • Experience in managing content on a website. • Ability to work efficiently and effectively under pressure and on own initiative. • Experience in dealing with the public 	X X X X X X	
Knowledge/qualifications	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter-relationship. • Holds a CiLCA qualification or is willing to study to obtain the qualification. • Willing to undertake any additional required training. 	X X	X
Equal Opportunities	<ul style="list-style-type: none"> • A knowledge, awareness and commitment to equal opportunities policies. 	X	
Other requirements	<ul style="list-style-type: none"> • Availability to attend evening meetings, at least monthly. • Ability to maintain confidentiality. • Good project management skills. • Can supply own office facilities. • Computer literate in relevant software packages. • Ability to maintain good relationships with Councillors, contractors and the general public. 	X X X X X	