



Glen Parva Parish Council

PARISH CLERK - PERSON SPECIFICATION

	Essential / Desirable?		Methods of Assessment			
			Application Form	Practical	Interview	References
KNOWLEDGE						
GCSEs in English and Mathematics at grades 4-9	E		X			
Knowledge and experience of how to develop and manage budgets	E		X		X	
Relevant financial procedures and employment law	E		X		X	
Policy development in line with community needs	E		X		X	
Certificate in Local Council Administration (CILCA)		D	X		X	
Knowledge and understanding of Equal Opportunities legislation and the ability to manage Equal Opportunities in the workplace.	E		X		X	
Structure & working of three tier local authorities					X	
SKILLS						
Strategic and operational management	E				X	
Excellent communication, negotiating and interpersonal skills, building a rapport with a range of stakeholders	E				X	X
Able to manage performance, set targets and objectives	E					X
Knowledge and experience of using Financial Packages Software	E	Rialtas		X		X
Good knowledge of IT – Word, Excel, Power-point, Outlook	E			X		
Sound knowledge in use of Social Media platforms		D				
Ability to attend and travel to meetings where necessary	E					
ATTRIBUTES						
Ability to use own initiative and experience to seek solutions	E				X	X
Open to new ideas, projects and concepts		D			X	
Work with tenacity and integrity	E					X
Enthusiasm for delivering quality services to the community	E		X		X	
High level of confidentiality and compassion	E				X	
Commitment to personal development		D	X			

