PARISH CLERK - PERSON SPECIFICATION

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|  | ESSENTIAL | PREFERRED |
| EDUCATION | * Minimum 5 GCSE at grade C or above * CiLCA or obtain qualification within 6 months of appointment | * Educated to GCSE A level * General Management or appropriate Local Government qualification |

Qualification certificates will need to be presented at interview.

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| ATTRIBUTES & CRITERIA | ESSENTIAL/DESIRABLE | METHOD OF ASSESSMENT  (APPLICATION OR INTERVIEW) |
| A high level of organisational, procedural and policy knowledge for a medium sized Parish Council | Essential | Application |
| Excellent IT skills including Microsoft Word and Excel | Essential | Application |
| Experience in using sector specific accounting software | Desirable | Application |
| Advisory, negotiating and persuasive skills | Essential | Application and interview |
| Ability to interpret information or situations and solve straightforward problems | Essential | Application and interview |
| Supervision of staff and/or contractors | Essential | Application |
| Ability to prepare and manage a budget | Essential | Application |
| Living locally within a 20 mile radius of Lyneham and with own transport | Essential | Application and Interview |
| Prepared to attend evening meetings as required | Essential | Application and interview |
| Ability to produce clear and concise reports on a range of subjects, including financial. | Essential | Application |
| Innovative and creative individual who is resilient in the face of critical approaches from members of the public | Essential | Application and interview |
| A track record of delivering projects successfully, within timescales and budget | Desirable | Application and interview |
| A thorough , comprehensive knowledge of the legal framework within which a Parish Council operates | Desirable | Application and interview |
| A good understanding of how Local Government in general works and in particular the Parish Council sector | Desirable | Application and interview |