

**COUNTESTHORPE PARISH COUNCIL**

**PERSON SPECIFICATION: PARISH COUNCIL MANAGER**

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| **Criteria** | **Essential (E)/**  **Desirable (D)** |
| **Knowledge**  Understanding of Microsoft office applications.  Previous experience of Parish Council accounting software/systems  Previous experience in Local Government Administration  A basic knowledge / competence of Health and Safety at Work | **E**  **D**  **D**  **E** |
| **Skills/Abilities**  Excellent verbal communication skills  Ability to work well under pressure  Ability to lead and work as part of a team of 10  Ability to work on own initiative  Ability to work with committees | **E**  **E**  **E**  **E**  **D** |
| **Experience**  Experience of working with the general public and a good telephone manner  Experience of being a Financial Officer  Cash Handling | **E**  **D**  **E** |
| Qualifications/Training  Certificate in Local Council Administration (CILCA)  or be prepared to work towards the CILCA qualification | **D**  **E** |
| Other  Willingness to work unsociable hours with a flexible attitude | **E** |