

**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/systemsPrevious experience in Local Government AdministrationA basic knowledge / competence of Health and Safety at Work | **E****D****D****E** |
| **Skills/Abilities**Excellent verbal communication skillsAbility to work well under pressureAbility to lead and work as part of a team of 10Ability to work on own initiativeAbility to work with committees | **E****E****E****E****D** |
| **Experience**Experience of working with the general public and a good telephone mannerExperience of being a Financial OfficerCash Handling | **E****D****E** |
| Qualifications/TrainingCertificate in Local Council Administration (CILCA) or be prepared to work towards the CILCA qualification  | **D****E** |
| OtherWillingness to work unsociable hours with a flexible attitude | **E** |