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**Executive Officer (Clerk)**

**Person Specification**

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| E-essential D- desirable |  |
| **Qualifications/ Education / Certification**  5 GCSEs (or equivalent) at grades 9-4 or A-C including Maths & English.  2 A level (or equivalent) passes at grades A\*-C.  A suitable degree or degree equivalent.  Certificate in Local Council Administration (CiLCA), part qualification and/or willingness to work towards obtaining it. | E  D  D  E |
| **Experience in Administration and Finance**  3 years or more in administration and finance, preferably in a similar role.  Preparing agendas and taking minutes.  Setting and managing budgets and preparing financial statements.  Procurement of services and associated invoicing | D  E  E  E |
| **Staff management**  Experience in managing staff, including agreeing annual work plans and conducting reviews of performance. | E |
| **Knowledge of Local Authority environment**  Understanding, and preferably experience, of the legal requirements governing the activities of a Parish Council.  Some understanding of how Local Authorities work. | D  E |
| **Experience in managing projects** **to deliver required outcomes**  Ability to ensure progress is maintained and deadlines met.  Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements / aspirations. | E  E |
| **Skills and Abilities**  Good level of IT skills, enabling use of internet, emails, word processing, financial spreadsheets, website administration and preferably experience with virtual working and meeting co-ordination.  Good at communicating clearly and working with a range of people in different roles.  Able to write clearly and accurately.  Ability to manage own workload, prioritising and meeting deadlines.  Tactful and diplomatic and be able to observe strict confidentiality,  Ability to understand the three tiers of local government in Hampshire. | E  E  E  E  E  E |
| **Meeting Attendance & Training**  Prepared to attend monthly evening meetings of Council and some committees and on the rare occasion, weekend events as required.  Prepared to attend training and regular clerk updates.  Prepared to travel around the Parish and attend to matters that arise on Parish land. | E  E  E |
| Full Driving Licence and own transport. | E |