

Person Specification

| | Essential | Desirable |
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| Education | Good general education with a minimum of 2 'A' levels or equivalent | Membership of the Institute of Local Council Managers The Certificate in Local Council Administration and/or other relevant qualifications |
| Previous Experience | Minimum of 5 years staff management and/or team leadership An understanding of budget setting and financial control | Previous Parish Clerk experience Good knowledge and understanding of local government/smaller council financial management Minute taking/agenda setting experience Record Keeping |
| Skills & Knowledge | Ability to manage own workload Ability to prepare reports Microsoft Office experience | Working knowledge of local government law, administrative and committee procedures Rialtas Business Solutions (RBS) finance software experience Project management experience |
| Personal Qualities | Ability to deal with a wide range of people in a polite and professional manner Ability to work alone or as part of a team Confident and able to work under pressure | Ability to anticipate problems and find solutions with a positive attitude Organisational skills Keen sense of community |