

Clerk to Downend & Bromley Heath Parish Council

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> • Good general standard of education with a minimum of 5 GCSEs passes at grades A*- C (or equivalent) including Maths & English. • Holds Certificate of Local Council Administration (CiLCA) or willingness to achieve this qualification within 18 months of appointment. 	<ul style="list-style-type: none"> • Education to A level standard with 2 A level passes at grades A*-C (or equivalent)
Previous experience	<ul style="list-style-type: none"> • Minimum of 3 years experience in administration and finance. • Experience of meeting processes & procedures, including preparing agendas, taking minutes and progressing decisions/actions. • Experience of financial management procedures & control, including setting & managing budgets, preparing financial reports, placing & managing orders & invoicing for services provided. • Experience of working within or with local government. 	<ul style="list-style-type: none"> • Experience of PAYE & VAT processes. • Liaising & working with other organisations. • Working with community & voluntary groups. • Managing others to ensure effective individual & team performance and development.
Skills & knowledge	<ul style="list-style-type: none"> • Ability to create and manage own workload in an environment of competing and changing priorities in order to meet agreed deadlines. • A creative and open-minded approach to problem solving and working with others to develop solutions. • Excellent communication skills, both written and oral. • Excellent organisational and record keeping skills. • Proficient IT user, social media platforms & administration of the Parish Council website. • Knowledge and understanding of parish council practice and 	<ul style="list-style-type: none"> • Project/task management involving (for example) staff, stakeholders, partners and community. • Knowledge of health and safety legislation. • Understanding of risk management and preparation of risk assessments.

	<p>functions.</p> <ul style="list-style-type: none"> • Knowledge of procedures, roles, duties and responsibilities of parish councillors. • Knowledge of local government administration/legislation that governs the activities of a parish council. • Knowledge of General Data Protection Regulation and Freedom of Information policies. 	
Personal qualities and attributes	<ul style="list-style-type: none"> • Ability to work alone and as a flexible team player with good interpersonal skills. • Ability to deal with a wide range of people and enquiries in an impartial, diplomatic and professional manner. • Proactively project a positive image of the parish council & local community. • Commitment to engage with the community to understand local issues, concerns and aspirations. • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the community. • A positive 'can do' attitude and commitment to continuous learning and personal development. • Ability to work in a trusted role, demonstrating integrity and loyalty to the wider team. 	
Other	<ul style="list-style-type: none"> • Willing to work evenings to cover meetings/events. • Ability to attend various sites and facilities in and around the parish. 	