

## Claygate Parish Council

### Person Specification

(To be used when shortlisting applicants for interview)

Attributes	Essential	Desirable
<b>1. Education/Qualification:</b> <ul style="list-style-type: none"> <li>◆ CiLCA (Certificate in Local Council Administration) or prepared to study for CiLCA</li> <li>◆ Financial Qualification</li> </ul>		✓  ✓
<b>2. Skills and Knowledge:</b> <ul style="list-style-type: none"> <li>◆ Able to interpret and implement complex procedural guidelines and instructions</li> <li>◆ Able to produce reports for councillors after analysing incoming information</li> <li>◆ Fully conversant with Word and Excel spreadsheets</li> <li>◆ Proven strong numerical skills</li> <li>◆ Employment Legislation and Health and Safety requirements</li> <li>◆ Proven budget management/financial procedures</li> <li>◆ Be able to drive and hold a current UK driving license with no more than 6 penalty points</li> <li>◆ Familiar with social media, especially Facebook and Twitter</li> </ul>	✓  ✓  ✓  ✓  ✓	✓  ✓  ✓  ✓
<b>3. Previous Experience:</b> <ul style="list-style-type: none"> <li>◆ Knowledge of local government roles of County/District/Parish councils</li> <li>◆ Managing a budget and financial systems</li> <li>◆ Attended &amp; minuted meetings</li> </ul>	✓  ✓	✓
<b>4. Attitudes and Disposition:</b> <ul style="list-style-type: none"> <li>◆ Persuasive and confident communicator</li> <li>◆ Committed to Service Delivery (Customer Care)</li> <li>◆ Flexible approach to work</li> <li>◆ Able to work irregular hours; weekend courses, evening meetings etc.</li> <li>◆ Ability to prioritise workload</li> <li>◆ Resilient</li> </ul>	✓ ✓ ✓ ✓  ✓ ✓	