Thurlaston Parish Council - Clerk & RFO to the Parish Council

Person Specification

Requirement	Essential/	Evidence
	Desirable	
Education / Qualifications		
- Certificate in Local Council Administration.	Desirable	
- Other relevant professional/management qualifications.		
Skills and Knowledge:		
Ability to interpret and implement complex procedural	Essential	
guidelines and instructions;		
 Proven budget management/financial procedures/accounts; Computer literate - fully conversant Office suite of programmes; 		
Knowledge of web-site administration;		
Ability to write clear and concise minutes and reports;		
Sound business acumen;		
Own Transport		
Knowledge of civic protocol;	Desirable	
 Project management experience; 		
 Good knowledge of employment and health & safety 		
Legislation.		
Previous Experience:		
 Financial management experience; 		
 Managing a budget and financial systems; 	Essential	
Understanding local government democratic processes;		
 Conducting public consultations and pro-active communications with the press/media. 		
Good knowledge of local government and in particular the	Desirable	
legislation and procedures relating to Town and Parish Councils		
and/or other public sector organisations;		
Representing an organisation at meetings.		
Personal Attributes:		
Confident communicator;	Essential	
Flexible and able to respond to situations;		
Able to work irregular hours; Able to priorities workload:		
Able to prioritise workload;Resilient;		
 Resilient; Committed to service delivery (customer care); 		
 Empathy with the spirit of a rural village; 		
Proven ability to operate in a political environment;	Desirable	
Able to relate to all sectors of the community;	Desirable	
Good negotiating skills;		
Committed to continuing professional development.		