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|  | **Essential** | **Desirable** |
| **Qualifications & Experience** | Previous Parish Clerk experience or experience in a general administration role.  Evidence of a commitment to continue professional development.  Experience of preparing agenda and taking minutes | Holds the CiLCA qualification or willingness to achieve the CiLCA qualification in the near future. |
| **Finance** | Proven experience of budget setting, financial control and VAT | Administration and bookkeeping qualifications.  Experience of using Sage50 software |
| **Knowledge & Experience** | Proven ability to carry out a range of administrative tasks efficiently and to a high standard  Working knowledge and understanding of a Parish Council practice and functions or a willingness to learn.  People skills including excellent communications skills and empathy. | Project Management experience |
| **Information Technology** | Good working knowledge of Microsoft Office, including Word and Excel.  The ability to update the Parish website using WordPress content management system. | Good working knowledge of other IT systems. .  Experience of administering social media site. |
| **Competencies & Communication** | Ability to work effectively on your own and manage own workload.  Excellent oral and written communication skills with the ability to build good relationships with Councillors.  Ability to communicate well with all sectors of the community (including villagers and external agencies) with diplomacy and in the best interests of the Council.  Ability to provide objective advice to councillors in a timely and coherent manner. Full driving licence. |  |
| **Meetings & Administration** | Practical experience of servicing committees. Availability to attend evening Council meetings. |  |