

**SHARDLOW AND GREAT WILNE PARISH COUNCIL  
PERSON SPECIFICATION**

Job Title:	Clerk and RFO to the Council	Post No.
Location:		Grade:
Responsible to:	Shardlow and Great Wilne Parish Council	
Name:		Date appointed

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSE/O level (inc English &amp; Maths)</li> </ul>	<ul style="list-style-type: none"> <li>Clerk's Qualification (Certificate in Local Council Admin) or prepared to work towards.</li> <li>IT qualification</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Working knowledge of Excel/Word/Publisher (Windows)</li> <li>Oral communication</li> <li>Written communication (reports/Minutes/correspondence)</li> <li>Ability to use own initiative</li> <li>Ability to prioritise and meet deadline</li> <li>Basic Accounting/Bookkeeping knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Workings of Local Government</li> <li>Understanding of HR policies and procedures</li> <li>Internet</li> <li>Data protection</li> <li>Licensing</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Clear, concise information delivery (inc. précis of various documents &amp; reports)</li> <li>Administration of community office</li> <li>Management/supervisory position</li> <li>Team leadership</li> </ul>	<ul style="list-style-type: none"> <li>Writing and disseminating press releases</li> <li>Dealing with the public</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Flexible working approach</li> </ul>	