

Sunninghill & Ascot Parish Council

Clerk to the Council – Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION/Qualifications	Certificate in Local Government Administration (CiLCA), or Commitment to obtain this within an agreed timescale.	A degree or equivalent An accounting or book keeping qualification.
Experience	<p>Previous experience with a parish, town council or borough.</p> <p>Knowledge of governance and the law regarding local councils.</p> <p>Experience of servicing committees, report and minute writing.</p> <p>Evidence of experience in managing the Council's assets, including the parks and playgrounds.</p> <p>Experience of budget setting, audits, accounts management and spreadsheets.</p> <p>Experience in PR, social media and website maintenance.</p> <p>Experience of managing staff.</p>	<p>Understanding of planning procedures.</p> <p>Understanding of burial law and procedures.</p> <p>Evidence of experience of maintaining and implementing Council policies and procedures.</p> <p>Experience in managing community events.</p> <p>Sound knowledge and understanding of local affairs and the local community.</p> <p>Experience of working in an office environment and managing council's administration.</p>
Skills & Qualities	<p>Evidence of leadership & team working skills.</p> <p>Evidence of ability to form and maintain good working relationships with members, staff, suppliers and the community.</p> <p>Organisational, communication and administrative skills and the ability to prioritise and delegate.</p> <p>Good interpersonal / diplomacy skills.</p> <p>Enthusiastic, self-motivated and community focused.</p> <p>Willingness to work regular evenings and other out of office hours.</p> <p>Good working knowledge of Microsoft Office.</p> <p>Ability and willingness to undertake relevant training.</p> <p>Evidence of Health and safety knowledge.</p>	<p>An appropriate management or administrative qualification.</p> <p>Knowledge of employment procedures.</p> <p>Ability to work under pressure.</p>