BALSALL PARISH COUNCIL

CLERK TO THE COUNCIL

PERSON SPECIFICATION

The Clerk to the Council will require a sound knowledge and understanding of legal, statutory and other provisions governing or affecting the running of the Council. The Clerk will advise the Council regarding these matters.

It will be necessary to act on his/her own initiative outside meetings but within the known wishes of the Council

The Clerk will be required to administer the business of the Council.

The Clerk should be able to prepare for meetings of the Council, write minutes, and to act on the decisions made.

The Clerk will be the Responsible Finance Officer of the Council and will keep Councillors updated at agreed intervals.

	Essential criteria	Desirable criteria	Measured by
1. Skills and abilities	• Ability to attend meetings of the Council which are held in the evening and to work flexibly according to the business of the Council, within the hours agreed • Willingness to work co-operatively with Council members • Ability to act as a representative of the Council if required • Ability to work on own initiative without supervision when responding to letters and other communications on behalf of the Council, always working within the wishes of the Council • Good communication skills, including verbal, written and listening skills • Numeracy skills to analyse figures and check invoices • IT skills to produce documents, reports and statistics	• Office administration • Ability to prioritise work load & maintain varying deadlines	• Application • Interview

2. Experience and knowledge	• Experience in a relevant environment that involves attending meetings and following procedure • Previous experience of managing people • Knowledge of financial management procedures & control	• Previous experience of working as Clerk to a Parish or Town Council and an understanding of working within local government is desirable • Previous experience in management desirable • Knowledge of the area, and of the issues which affect Balsall Parish • Knowledge of legal, statutory and other provisions governing or affecting the running of the Council	• Application • Interview
3. Qualities	• Willingness to attend training and other events to become, and remain, informed. This is a requirement		• Interview