

Buriton Parish Council Clerk

PERSON SPECIFICATION

Essential

Knowledge and understanding of the workings of local councils and the role of the clerk.

Experience of public meetings.

Good written and oral communication skills; able to deal with correspondence etc unaided

Able to type and IT literate.

Strong interpersonal skills and good at customer care/customer interface.

Familiar with budgets; able to prepare invoices and undertake basic bookkeeping.

Some experience of writing minutes and agendas or similar.

Appropriate qualification, training or relevant background experience

Knowledge and understanding of local affairs and interest in them.

Good use of initiative.

Desirable

Trained in Proper Officer and Responsible Financial officer roles.

Experience of working for a local (parish) council.

Able to use relevant computer packages such as RBS Alpha and word processing packages.

Experience of dealing with press and media.

Able to prepare budgets.

Holder of the Certificate in Local Council Administration, or willing to work towards.