

Winterbourne Parish Clerk – person specification

Competencies	Essential	Desirable
Education and qualifications	5 GCSE including Maths and English. Certificate in Local Council Administration (CILCA) or commitment to work towards this.	Further or higher education.
Experience in administration & finance	Meetings administration (preparation of agenda, minutes). Book keeping, budget management and financial reporting. Purchase orders and invoicing.	Previous experience in a similar role.
Information technology	Good knowledge and confidence in use of standard office software (such as Microsoft Office suite) and in on-line systems and services.	Experience in use of accounting/book keeping software, and WordPress or equivalent.
General skills and knowledge	Excellent organisational skills. Ability to write clearly and accurately. Good at communicating effectively with a range of people in different roles and with the public.	Working knowledge of local authority/council structures and practices.
Experience in managing projects	Ability to ensure progress is maintained and deadlines met.	Experience in managing a project from conception to completion
Other	Self-motivated, and able to work effectively from home. Has a positive approach to learning and improvement, both personally and for the organisation. Prepared to work flexibly according to council and community needs including for monthly evening meetings of the council. Full driving licence.	Lives within reasonable travel distance from the parish.