



Tanworth in Arden Parish Council

Clerk & RFO Person Specification

	Essential	Desirable
Educational qualifications	Experience in administration	Certificate in Local Council Administration (CILCA)
Work Experience	<p>Experience of dealing with members of the public with tact and diplomacy.</p> <p>Experience in a local government or similar commercial environment that involves attending meetings, taking minutes and following procedures.</p> <p>Experience of providing administration support to a high standard and working collaboratively with a team.</p>	<p>Experience of working within local democratic processes and servicing committees.</p> <p>Experience of accounts and book-keeping.</p> <p>Previous Local Government experience or working with a Parish Council.</p> <p>Experience of organising public events & functions.</p>
Skills/ Knowledge	<p>Well organised, able to prioritise workload and adapt to changing environment.</p> <p>Self –reliant and self-motivated.</p> <p>Reliable and enthusiastic with an attention to detail.</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively.</p> <p>Ability to write clear and accurate reports and correspondence.</p> <p>Numeracy skills.</p> <p>Competent in accounting and financial procedures.</p> <p>Competent in administration, including IT skills including Microsoft Word and Excel.</p> <p>Able to maintain good relationships with Councillors, other staff, the public, contractors and other external organisations.</p> <p>Understanding and commitment to equal opportunities and confidentiality at all times.</p>	<p>Understanding of the workings of the various tiers of local government.</p> <p>Experience of working with Councillors.</p> <p>Experience of website content management and managing social media.</p> <p>Knowledge of legal, statutory and other provisions governing or affecting the Council.</p>
Other	<p>Confident in providing comprehensive support to the Council.</p> <p>Able and willing to work specified and adhoc evening meetings as required.</p> <p>Full driving licence and ability to travel around the Parish for work and related meeting and events.</p>	