Person Specification: Parish Clerk

The person specification should be read alongside the job description. Applicants should demonstrate how they meet the essential and desirable criteria in their application. Evidence may be assessed through the application, interview, qualifications and references, as indicated below.

Category	Essential criteria	Desirable criteria	Assessment
Qualifications and professional development	Good standard of general education, including effective written English and numeracy. Willingness to work towards the Certificate in Local Council Administration (CiLCA) within an agreed timescale. Commitment to continuing professional development and relevant training.	CiLCA achieved or currently being studied. Relevant qualification in local government administration, finance, governance, business administration or a related subject.	Application, certificates and interview
Knowledge	Understanding of effective administration, governance and accountability. Awareness of confidentiality, data protection and legal obligations relating to access to information. Understanding of basic financial controls, budgeting and record keeping.	Knowledge of parish or town council law, procedures and the role of the Proper Officer and Responsible Financial Officer. Knowledge of public-sector procurement, risk management, audit, VAT and statutory publication requirements.	Application and interview
Experience	Experience of providing effective administration, maintaining accurate records and managing competing priorities. Experience of preparing clear written documents, reports, agendas, minutes or formal correspondence. Experience of handling financial information,	Experience in a parish or town council, local authority, public body or similar governance environment. Experience of committee administration, procurement, contract monitoring, asset or facilities management,	Application, interview and references

	invoices, payments or budgets accurately. Experience of dealing professionally with members of the public, colleagues and external organisations.	information requests, or website publication.	
Skills and abilities	Excellent written and verbal communication skills, with the ability to explain complex matters clearly and impartially. Strong organisational and time-management skills, with the ability to plan work, meet statutory deadlines and follow decisions through to completion. Ability to prepare accurate minutes, reports, financial information and recommendations. Sound judgement and the ability to research issues, assess implications and provide practical advice. Competence in standard office software, email, electronic record keeping and online publication. Ability to work independently while remaining accountable to the Council and operating within agreed policies and delegated authority.	Ability to use accounting, agenda-management, document-management or website content-management systems. Experience of supporting public communications or preparing press releases.	Application, interview and practical assessment where used
Personal qualities	Integrity, political impartiality and a strong commitment to public service. Discretion and the ability to maintain confidentiality	Interest in local community issues and the work of parish councils.	Application, interview and references

	while meeting legal transparency requirements. Professional, tactful and sensitive approach when dealing with councillors, residents, the media, contractors and partner organisations. Reliable, accurate, proactive and able to remain calm under pressure.		
Other requirements	Attendance in person at the Parish Council's monthly public meetings is mandatory. Meetings are usually held on the first Monday of each month, from 18.45 to 22.00. Ability and willingness to attend Council, committee and sub-committee meetings as required, including meetings held outside normal office hours. Willingness to attend relevant training, seminars, meetings and events. Ability to carry out site visits and inspections connected with Council assets and facilities.	Previous experience of attending or supporting formal public meetings held outside normal office hours. Familiarity with the local area. Access to suitable transport where this is necessary to undertake authorised duties across the parish or attend external meetings.	Application and interview