



# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)  
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## PERSON SPECIFICATION - PARISH CLERK & RESPONSIBLE FINANCE OFFICER

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b><u>Education &amp; Qualifications</u></b></p> <p>Good general education: 5GCSEs or equivalent including Maths and English.</p> <p>Willingness to attend training courses/take appropriate qualifications.</p>	<p>Educated to degree or HND level</p> <p>Experience of a senior management and/or accounting / administrative role.</p> <p>A working knowledge of and understanding of Local Government structures &amp; responsibilities.</p> <p>A recognised qualification in local government administration ie. CiLCA</p>
<p><b><u>Skills and Abilities</u></b></p> <p>Good organizational and administrative skills.</p> <p>Evidence of computer literacy including use of Microsoft Office and databases.</p> <p>Excellent communication skills.</p> <p>Able to manage a budget accurately.</p> <p>Able to organize own workload and priorities with minimal supervision.</p> <p>Flexibility and ability to respond to the unfamiliar.</p> <p>Willing to learn new skills and enhance own personal development.</p> <p>Ability to assimilate information from various sources and summarise and disseminate it to councillors and others.</p>	<p>Knowledge of website maintenance.</p> <p>Experience of preparing agendas and minutes.</p> <p>Previous local government experience</p> <p>Ability to understand the legal framework in which the Parish Council operates.</p> <p>Understanding of operating environment of parish council.</p> <p>Project management experience.</p> <p>Experience of supervising staff.</p> <p>Use of Scribe and Earthlight.</p>
<p><b><u>Personal Attributes</u></b></p> <p>Approachable, enthusiastic, proactive and self-motivated.</p> <p>As the face of the Council on a day to day basis, must present a positive and helpful image to the public.</p> <p>A high level of personal integrity including the ability to act in confidence as necessary.</p> <p>Able to work alone or as part of a team. Able to supervise and direct staff and contractors.</p> <p>Keen to support links to the community.</p> <p>Able to attend evening meetings and demonstrate flexibility as required.</p>	<p>Experience of dealing with the public.</p> <p>Committed to working towards CiLCA (if not already attained)</p> <p>Willingness to undertake training and to act as the Council's representative.</p>