



Clerk & Executive Officer

Person Specification

E-essential D- desirable	
Qualifications/ Education / Certification	
5 GCSEs (or equivalent) at grades 9-4 or A-C including Maths & English.	E
2 A level (or equivalent) passes at grades A*-C.	D
A suitable degree or degree equivalent.	D
Certificate in Local Council Administration (CILCA), part qualification and/or willingness to work towards obtaining it.	E
Experience in Administration and Finance	
3 years or more in administration and finance, preferably in a similar role.	D
Preparing agendas and taking minutes.	E
Setting and managing budgets and preparing financial statements.	E
Procurement of services and associated invoicing	E
Staff management	
Experience in managing staff, including agreeing annual work plans and conducting reviews of performance.	E
Knowledge of Local Authority environment	
Understanding, and preferably experience, of the legal requirements governing the activities of a Parish Council.	D
Some understanding of how Local Authorities work.	E
Experience in managing projects to deliver required outcomes	
Ability to ensure progress is maintained and deadlines met.	E
Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements / aspirations.	E

Skills and Abilities	
Good level of IT skills, enabling use of internet, emails, word processing, financial spreadsheets, website administration and preferably experience with virtual working and meeting co-ordination.	E
Good at communicating clearly and working with a range of people in different roles.	E
Able to write clearly and accurately.	E
Ability to manage own workload, prioritising and meeting deadlines.	E
Tactful and diplomatic and be able to observe strict confidentiality,	E
Ability to understand the three tiers of local government in Hampshire.	E
Meeting Attendance & Training	
Prepared to attend monthly evening meetings of Council and some committees and on the rare occasion, weekend events as required.	E
Prepared to attend training and regular clerk updates.	E
Prepared to travel around the Parish and attend to matters that arise on Parish land.	E
Full Driving Licence and own transport.	E