

COUNTESTHORPE PARISH COUNCIL

PERSON SPECIFICATION

Job Title Assistant Parish Council Manager to the Council

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| **Criteria** | **Essential (E)/****Desirable (D)** |
| KnowledgeUnderstanding of Microsoft office applicationsPrevious experience of accounting softwarePrevious experience in Local Government AdministrationA basic knowledge / competence of Health and Safety at Work | **E****D****D****D** |
| Skills / AbilitiesExcellent verbal communication skillsAbility to work well under pressureAbility to lead or work as part of a team Ability to work on own initiativeAbility to work with committees | **E****E****E****E****E** |
| ExperienceExperience of working with general public and a good telephone mannerCash Handling/Preparing Invoices | **E****E** |
| Qualifications / TrainingCertificate in Local Council Administration*or* be prepared to work towards the qualification (CILCA) | **D****E** |
| OtherWillingness to work unsociable hours with a flexible attitude | **E** |