

COUNTESTHORPE PARISH COUNCIL

PERSON SPECIFICATION

Job Title Assistant Parish Council Manager to the Council

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| **Criteria** | **Essential (E)/**  **Desirable (D)** |
| Knowledge  Understanding of Microsoft office applications  Previous experience of accounting software  Previous experience in Local Government Administration  A basic knowledge / competence of Health and Safety at Work | **E**  **D**  **D**  **D** |
| Skills / Abilities  Excellent verbal communication skills  Ability to work well under pressure  Ability to lead or work as part of a team  Ability to work on own initiative  Ability to work with committees | **E**  **E**  **E**  **E**  **E** |
| Experience  Experience of working with general public and a good telephone manner  Cash Handling/Preparing Invoices | **E**  **E** |
| Qualifications / Training  Certificate in Local Council Administration  *or* be prepared to work towards the qualification (CILCA) | **D**  **E** |
| Other  Willingness to work unsociable hours with a flexible attitude | **E** |