



Person Specification: Deputy Parish Clerk

Competencies E-essential D- desirable		How Assessed
<p><u>Qualifications / Education / Certification</u></p> <p>Suitable degree or degree equivalent Certificate in Local Council Administration (CiLCA) or willingness to obtain this qualification as a condition of permanent employment.</p>	<p>E</p> <p>E</p>	<p>Original certificates</p> <p>Application form and interview</p>
<p><u>Experience in Administration and Finance</u></p> <p>3 years or more in administration and finance, in a Local Authority role Preparing agendas and taking minutes. Finance and bookkeeping experience. Setting and managing budgets and preparing financial statements. Contract Management, Placing and managing orders and invoicing for services provided. Understanding and developing supporting process and procedure to ensure smooth operation of the council</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p><u>Staff management</u></p> <p>Experience in managing staff, including agreeing annual work plans and conducting reviews of performance and development. Ability to delegate responsibility, ensure effective governance and understand audit.</p>	<p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p><u>Knowledge of Local Authority environment</u></p> <p>Understanding of the legal requirements governing the activities of a Parish Council. Understanding and experience in community hall, cemetery and allotment management, operation of CCTV systems, Health and safety consideration, risk assessment Understanding of how Local Authorities work and the three-layer system.</p>	<p>D</p> <p>E</p> <p>E</p>	<p>Interview</p>

<p><u>Experience in managing projects to deliver required outcomes</u></p> <p>Project Management - Ability to ensure projects are defined, financed, progressed to time, cost and deliverable.</p> <p>Ability to work to own initiative to research and prepare option proposals for Council approval that meets emerging requirements / aspirations.</p>	<p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p><u>Skills and Abilities</u></p> <p>Self-starter - Excellent skills in organising own workload, and meeting deadlines. Diplomatic and tactful, and able to show political sensitivity.</p> <p>Good IT skills, enabling use of internet, email, word processing constructing and operating financial spreadsheets and website administration.</p> <p>Dealing with IT software-based systems, Database management, MS Office, Word, Excel, Powerpoint. Web management.</p> <p>Experience in Social Media.</p> <p>Good at communicating clearly and working with a range of people in different roles.</p> <p>Able to write clearly and accurately.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, Interview and references</p>
<p><u>Other</u></p> <p>Prepared to attend monthly evening meetings of Council and some committees and, on the rare occasion, weekend events as required.</p> <p>Full Driving Licence.</p> <p>Living within 10 miles of Chigwell</p>	<p>E</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Application form</p>