

**TATTENHALL & DISTRICT PARISH COUNCIL
PERSON SPECIFICATION - CLERK TO THE COUNCIL**

Competency	Essential	Desirable
Education, Professional Qualifications and training	<p>High level of numeracy and literacy</p> <p>Willing to work towards completion of the CiLCA qualification for Local Council Clerks</p>	<p>Achievement of the 10 module higher certificate in local policy</p> <p>Completion of the SLCC 'working with your council' induction pack</p> <p>Administration/Book keeping qualifications</p>
Abilities: Practical and intellectual skills	<p>Experience of working in an office and dealing with the public</p> <p>Ability to work effectively on your own or in a team</p> <p>A good working knowledge and understanding of Local Government structure and practices</p> <p>Experience in advising and servicing committees and working with members</p> <p>Competent in book keeping and administration (demonstrating high standard of computer literacy)</p> <p>Ability to recognise political/legal consequences of action being recommended by Members</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Excellent organisational skills.</p>	<p>Confident public speaker</p> <p>An awareness of the advantages that new technology could have on the servicing of Council and its Committees</p> <p>Typing skills (40 wpm) knowledge of a computer accounting system</p> <p>Proven competency Microsoft Office</p> <p>Experience of managing a small team</p>
Circumstances	<p>Willingness to work evenings when council or committees meet</p> <p>Flexible and committed to the Council</p>	<p>Current driving licence</p>