

Drayton Parish Council – Clerk/RFO Person Specification

Competency	Essential	Desirable
Education, professional qualifications and training	<p>Good level of numeracy and literacy (at least grade C or equivalent in English and Maths at GCSE/O Level)</p> <p>Commitment to study and obtain CiLCA within 18 months of commencement in role</p>	<p>Certificate in Local Council Administration (CiLCA)</p> <p>Administration qualification</p>
Skills/knowledge and aptitude	<p>Administrative experience, including using Microsoft Office</p> <p>Experience of managing projects and people</p> <p>Good organisational skills and ability to work on your own and manage a small team</p> <p>Ability to write reports and present them</p> <p>Competency in bookkeeping and managing budgets</p> <p>Excellent written and oral communication skills, including dealing with difficult people</p>	<p>Experience of working in local government</p> <p>Experience of dealing with members of the public</p> <p>Experience with managing buildings, including risk assessments</p> <p>Knowledge or understanding of health & safety issues and data protection</p>
Other	<p>Ability to attend Council meetings, usually held on Thursday evenings</p> <p>Ability to travel within parish and around the local area</p>	