

# Kennington Parish Council

## Clerk & RFO Person Specification

|                                   | Essential  | Desirable   |
|-----------------------------------|--|---|
| <b>Educational qualifications</b> | <p>Experience of dealing with members of the public with tact and diplomacy.</p> <p>Experience in a local government or similar commercial environment that involves attending meetings, taking minutes and following procedures.</p> <p>Experience of providing administration support to a high standard and working collaboratively with a team.</p>  | <p>Experience of working within local democratic processes and servicing committees.</p> <p>Experience of accounts and book-keeping.</p> <p>Previous Local Government experience or working with a Parish Council.</p> <p>Experience of organising public events &amp; functions.</p> |
| <b>Skills/ Knowledge</b>          | <p>Well organised, able to prioritise workload and adapt to changing environment.</p> <p>Self –reliant and self-motivated.</p> <p>Reliable and enthusiastic with an attention to detail.</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively.</p> <p>Ability to write clear and accurate reports and correspondence.</p> <p>Numeracy skills.</p> <p>IT skills (intermediate level) and experience of producing documents and use of Windows based software.</p> <p>Able to maintain good relationships with Councillors, other staff, the public, contractors and other external organisations.</p> <p>Understanding and commitment to equal opportunities and confidentiality at all times</p> | <p>Understanding of the workings of the various tiers of local government.</p> <p>Experience of working with Councillors.</p> <p>Experience of website content management.</p> <p>Knowledge of legal, statutory and other provisions governing or affecting the Council.</p>          |
| <b>Other</b>                      | <p>Confident in providing comprehensive support to the Council.</p> <p>Able and willing to work specified and ad hoc evening meetings as required.</p> <p>Ability to travel around the Parish for work and related meeting and events.</p>   | <p>Full driving licence.</p>  |