

Kennington Parish Council

Clerk & RFO Person Specification

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