

Appeal for assistance

Subject: Locum Clerk/RFO for Much Hoole

FORTHCOMING VACANCY CLERK TO MUCH HOOLE PARISH COUNCIL

A vacancy will soon arise for the above position. There is no precise starting date at present. The job entails working from home. Starting pay will be at the LC1 national rate, between scale points SCP7 (£11.21 per hr) to SCP 17 (£13.95) depending on qualifications and experience. A monthly total of 25 hours per month will be expected. If required, handover training will be available working alongside the current clerk prior to taking up the post.

Please write a covering letter to clerk@muchhoolepc.org.uk saying why you meet the specification and to register your interest.

**PERSON SPECIFICATION FORM –
JOB TITLE: CLERK TO THE COUNCIL and RESPONSIBLE FINANCIAL OFFICER**

Qualifications	Essential	Desirable	Useful
Good general standard of education.	x		
Possess the Certificate in Local Council Administration (CiLCA) or be willing to attain it.		x	
Be prepared to undertake additional training as necessary.	x		
Be able to meet the statutory requirements of the Council in issuing notices of meetings, agendas, Minutes and correspondence	x		
Experience	Essential	Desirable	Useful
Similar experience in an administrative role	x		
Experience of Local government structure and processes		x	
Knowledge/Skills/Abilities/Qualities and Attributes	Essential	Desirable	Useful
Possess good command of English language, write clearly & concisely, speak clearly and effectively.	x		
Excellent organisation skills - achieve and maintain varying strict deadlines and prioritise workloads.		x	
Plan and work efficiently under pressure.		x	
Be capable of exercising tact, diplomacy, discretion and assertiveness, with Councillors, members of the public and representatives of outside agencies.	x		
Be adaptable and able to respond to changing demands and circumstances.		x	
Be willing to work during the evening and some unsocial hours (as the Parish Council meets during the evening).	x		

Take part in the delivery of events, attend evening/weekend meetings/conferences at District and County offices and be flexible to work additional hours to cover this.		x	
Work effectively in a team and be able to relate well to colleagues.		x	
Contribute to the aims and objectives of the Council.		x	
Working knowledge of Local Government financial matters, a sound working knowledge of local government law, procedures, functions and structures.		x	
Have knowledge of financial management, procedures and controls and have the ability to prepare budgets and ongoing control of them.		x	
Ability to undertake risk assessments		x	
Undertake research effectively and initiate debate on policy matters.			x
Working knowledge of current IT and computer systems (such as Microsoft Word and Excel). Experience in research, using search engines and the internet.	x		
Own Transport		x	
Knowledge or experience in updating a web site and producing a newsletter.		x	
Ability to project positive image of Parish Council and local community.	x		
Project management skills.			x