

## Person Specification - Parish Clerk

### Essential Skills and Experience

- Strong administrative skills

Able to manage agendas, minutes, correspondence, filing systems, and statutory records with accuracy and consistency.

- Excellent written and verbal communication

Comfortable drafting formal documents, communicating with councillors, residents, and external bodies, and presenting information clearly.

- Organisational ability

Capable of managing multiple tasks, meeting deadlines, and maintaining orderly systems.

- Financial literacy

Confident handling basic bookkeeping, budgets, invoices, and financial reporting (training can be provided).

- Experience using AdvantEDGE Allotments and Finance modules

Able to manage allotment records, invoicing, and parish financial processes within the AdvantEDGE system, or willing to learn quickly.

- Understanding of local government processes

Familiar with the role of parish councils, governance requirements, and statutory responsibilities — or willing to learn quickly.

- Competence with IT

Proficient with email, word processing, spreadsheets, online meeting platforms, and digital filing.

### Personal Qualities

- Discretion and integrity

Handles confidential information appropriately and acts with professionalism at all times.

- Attention to detail

Ensures accuracy in minutes, records, and financial information.

- Reliability and self-motivation

Works independently, manages time well, and maintains consistent standards without close supervision.

- Calm, approachable manner

Able to support councillors and members of the public with patience and clarity.

- Problem-solving mindset

Responds to unexpected issues with practical, steady judgement.

- Commitment to community service

Values the role of the parish council and takes pride in supporting local democracy.

### Desirable Skills and Experience

- Experience working in a parish, town, or local authority environment
- Knowledge of the Local Government Act and parish council procedures
- Experience managing websites or social media for community communication
- CiLCA qualification (or willingness to work towards it)
- Experience organising meetings, events, or public consultations

### Other Requirements

- Willingness to attend evening meetings when required
- Ability to work from home or a parish office, depending on the council's setup
- Commitment to ongoing professional development