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| **CLERK TO PITCOMBE PARISH COUNCIL** |
|  | **Essential** | **Desirable** |
| **1.**       **Educational qualifications** | Good general education: 5 GCSEs or equivalent including Maths and English | Educated to degree or HND level A recognised qualification in local government administration  |
| **2.**       **Work Experience** | Good office management skills Experience of minute taking at meetings Experience of working in a financial setting Experience of dealing with the public   |  Previous local government experience  |
| **3.**       **Skills/ knowledge and aptitude** | IT skills (Microsoft Office) – typing and spreadsheet skills Ability to minute meetings Able to produce reports on financial and other subjects Good communication skills Presentational skills Ability to problem solve  | Ability to understand the legal framework in which the Parish Council operates. Understanding the way Parish Councils work, especially in relation to District and County Councils |
| **4.**       **Motivation** | Able to maintain good relationships with Councillors, contractors and public Self-reliant and self-motivated.  |   |
| **5.**       **Other** | Able to attend evening meetings and demonstrate flexibility as required.   | Driving licence, car owner and ability to travel |