

CLERK TO PITCOMBE PARISH COUNCIL

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

5. Other	Able to attend evening meetings and demonstrate flexibility as required.	Driving licence, car owner and ability to travel
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