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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 |