



Berryfields
Parish Council

DEPUTY PARISH CLERK

Person Specification

Education	<ul style="list-style-type: none">• To have attained a level of numeracy to enable them to manage a basic accounting system, including invoicing, payments and preparation and interpretation of finance reports to the Council.• To have attained a level of literacy to be able to take minutes and write reports, policies and other documents, in good English.• CiLCA required.• Examples of continuing professional development.
Work experience	<ul style="list-style-type: none">• Working in environment where customer care highest priority.• Working with and managing volunteers.• Preparation parish council accounts (or charity accounts), reports, annual governance regulations and managing meetings.• Producing agendas and minutes, and managing meetings.• Acting as the organisation's representative at external meetings.• Preparation of external communications.• Understanding of the roles and responsibilities of Charitable Trusts.• Procurement and contract negotiations.• Health & Safety.• Risk management.
Skills and knowledge	<ul style="list-style-type: none">• Excellent interpersonal skills with ability to communicate.• Good IT skills including Microsoft Office, website management, finance software, electronic diary management, social media.• Ability to interpret and understand legal documents.• Ability to manage multiple tasks and set priorities.• Understanding of governance and accountability of Parish Councils.• Knowledge of the local area.• Full driving licence and own transport (mileage allowance paid).
Personal Qualities	<ul style="list-style-type: none">• Customer care orientated.• Highly organised.• Self-motivated.• Ability to work well within a team.• Desire to learn.• Flexible approach.• Trustworthy & reliable.• Remain calm and level headed under pressure.• Willingness to deal with a wide variety of issues.
General	<ul style="list-style-type: none">• Ability to work flexible hours.• Smart appearance.