

KINGS LANGLEY PARISH COUNCIL

PERSON SPECIFICATION

ROLE: CLERK TO THE COUNCIL

DATE: JANUARY 2024

CATEGORY	REQUIREMENT	ESSENTIAL (E) / DESIRABLE (D)
Education and Training	Excellent literacy and numeracy skills. Formal / qualification training in role of Parish Clerk (eg CiLCA).	E D
Leadership Skills	Able to manage a small team (including workplans, prioritise work, individual performance, annual leave, absence) also monitor and motivate a small team. Good Presentational Skills. Strategic thinker.	E E E
Administrative skills	Previous Administrative experience. Able to produce concise and understandable written reports on complex topics. Experience of formal committee work, agenda and report preparation and minute taking Good IT skills including Microsoft Office – Outlook, Word & Excel. Organisational skills. Ability to develop, implement and monitor systems and procedures to introduce efficiencies which will save time and/or money. Produce monthly report. Good attention to detail. Manage and update PC website, post PC news on Facebook.	E E D E E E D E D
Financial Skills	Able to understand financial documents. Ability to prepare and manage a budget, produce monthly financial statements, year-end accounts and annual audit. Run payroll monthly and pensions. Manage financial receipts and payments Use financial package.	E D D D D
Experience	Managing and setting up meetings. Attending meetings with other organisations representing Parish Council. Setting up virtual meetings (eg Zoom). Production of agendas, minutes, reports and financial statements. Payroll and pensions. Provide Council and Councillors with Legal Advice. Working in a local government environment, a parish council in particular. Managing contracts and agreements	D D D D D D D D

	Updating website pages and content and social media input and protocols.	D
	Knowledge of Health & Safety law and policy and the Risk assessment process.	D
	Managing assets.	D
	Managing and organising projects and events.	D
Skills, Qualities and Attitudes	Good, articulate communicator.	E
	Numerate.	E
	Willingness and ability to learn from training and support.	E
	Self-reliant and self-motivated with drive, determination and initiative to achieve results, ability to multi-task, balancing competing demands and priorities.	E
	Proactive with a 'hands on' approach.	E
	Willingness to work as part of a team.	E
	Capable of responding quickly to different situations and react positively to change	E
	Loyalty and confidentiality to the Parish Council and team	E
	Trustworthy when dealing with confidential information	E
	Able to demonstrate tact, diplomacy and assertiveness as appropriate.	E
	Community focused, able to develop and maintain good relationships with team, Councillors, external bodies, contractors, suppliers and the public.	E
	Willingness to work and/or attend Committee and other meetings and functions in evenings and at weekends.	E