

## The Parish of Alfrick and Lulsley

### Person Specification for the Clerk to the Council

#### **Education, Professional qualifications and training**

##### **Essential**

High level of numeracy and literacy

Completion of or working towards completion of the AQA 'Core Topics and Skills' for Clerks qualification.

##### **Desirable**

Administration / Book keeping qualifications

#### **Abilities: Practical and Intellectual skills**

##### **Essential**

Experience of working in an office and dealing with the public

Ability to work effectively on your own or in a team

Competent in computer based book keeping and administration

Ability to communicate at all levels in the community both orally and in writing

Excellent organisational skills

##### **Desirable**

An awareness of the advantages that new technology could have on the servicing of Council and its Committees

A good working knowledge and understanding of Local Government structure and practices.

Experience of advising and servicing committees and working with members.

#### **Circumstances**

##### **Essential**

Willingness to work evenings when council or committees meet.

Flexible and committed to the Council.

##### **Desirable**

Current driving licence

Chairman .....*C H Williams*.....28/03/06