



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. P021 4JF
Tel and FAX: 01243 263330 **E-mail:** clerk@aldwickparishcouncil.gov.uk
Chairman: Cllr Richard Gotheridge **Clerk:** Sue Batey **Locum Clerk:** Paul Richards

PART-TIME CLERK PERSON SPECIFICATION

| Attributes | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------|
| Education/Qualification: <ul style="list-style-type: none"> • CiLCA or • Prepared to study for CiLCA within first year • 2 'A' Levels or equivalent • Financial Qualification | | ✓ ✓ ✓ ✓ |
| 2. Skills and Knowledge: <ul style="list-style-type: none"> • Able to interpret and implement complex procedural guidelines and instructions • Able to produce summaries and reports for councillors after analysing incoming information • Fully conversant with Word and Excel spreadsheets • Proven strong numerical skills • Employment Legislation and Health and Safety requirements • Be able to drive and hold a current UK driving licence with no more than 6 penalty points | ✓ ✓ ✓ | ✓ ✓ ✓ |
| 3. Previous Experience: <ul style="list-style-type: none"> • Previous experience of working with/for a Parish Council or Local Authority • Knowledge of local government roles of County/District/Parish councils • Managing a budget and financial systems • Attended & minuted meetings • Line Management | ✓ ✓ ✓ | ✓ ✓ |
| 4. Attitudes and Disposition: <ul style="list-style-type: none"> • Persuasive and confident communicator • Committed to excellent Service Delivery (Customer Care) • Flexible approach to work – good at multi-tasking • Ability to organise and prioritise own workload • Be able to work in isolation for a lot of the time • Able to work irregular hours; weekend courses, evening meetings etc. • Be prepared to represent the Parish Council at events, meetings etc. • Resilient | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |