

**Toller Porcorum Parish Council**  
**Position of Parish Clerk – Part Time**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Educational qualification</b>	Good written and numerical knowledge	HND or degree and/or professional local government administrative qualification
<b>Work Experience</b>	Previous experience and commitment to working in and for local community bodies	Previous local government experience
	Budget management and financial planning	
	Administration of meetings and record keeping	
		Knowledge of local government standing orders, financial regulation and regulatory requirements
	Website management and social media both tracking and responding	
	Excellent communication skills	
<b>Skills, Knowledge and Aptitude</b>	ICT literate and competent user of standard MS Office software	Video conferencing, website management and online banking
	Loyalty and discretion	
	Able to work alone and on own initiative or as part of small team	
	Well organised, able to prioritise effectively; proactive	

	Self-motivated with creative and problem-solving skills.	
	Communication skills; face to face, website, written and social media	
	Writing skills: Able to take clear and accurate minutes; to prepare clear concise reports and to write general correspondence	
	Ability to learn quickly and on the job	