

ASH PARISH COUNCIL (Dover District)

CLERK/RFO TO THE COUNCIL – PERSON SPECIFICATION

It is understood that not all those interested in the post will have the knowledge and understanding required. This person specification is therefore subject to negotiation in that a new post holder will be supported by the Council to attain the knowledge and understanding through attending training, or by the use of other methods agreed by the Council.

The Clerk to the Council will require a sound knowledge and understanding of legal, statutory and other provisions governing or affecting the running of the Council. The Clerk will advise the Council regarding these matters.

It will be necessary to act on your own initiative outside the meeting but within the wishes of the Council. The Clerk should be able to prepare for meetings of the Council, write minutes and to act on the decisions made and to keep councillors updated at agreed intervals. The Clerk will be the Responsible Finance Officer of the Council and is responsible for delivering all finance matters.

Essential Skills	Desirable skills
1. Physical ability to do the job • Be able to attend meetings of the Council which are held in the evenings. The full council meeting is usually on the first Monday of the month and the Planning Committee meeting is usually on the fourth Monday of the month. There is a Neighbourhood Development Plan Committee that will restart in 2022. • Be able to act as a representative of the Council if required	• Be able to attend site meetings etc. during the day as required
2. Experience • In servicing meetings, producing reports, agenda and taking minutes • In the planning process and a working knowledge of basic planning legislation • In preparing basic monthly finance reports, an annual budget and basic book-keeping • In managing own workload and other team members	• Previous experience of working as a Clerk or Assistant Clerk to a Council Or experience of working in local government • Working knowledge of neighbourhood development plans, planning national policies and reforms • To understand book-keeping methods, Local Government audit requirements and have experience in using the Rialtas Alpha software
3. Skills and Abilities • Be able to present information effectively in council meetings	• Knowledge of legal, statutory and other provisions governing or affecting the running of the Council

• Be able to manage meeting processes with regard to timetable deadlines and legal requirements • Confident interpersonal and good written skills and the ability to communicate at all levels • Be able to prioritise and deliver a wide variety of tasks and a busy workload • Be able to work without supervision and always within the wishes of the Council • Good IT skills • Ability to work accurately	• An understanding of working within this tier of local government • Experience in using word-press and social media • Working knowledge of Office 365 and Parish On-line Mapping
4. Requirements specific to this post • Ability to work co-operatively with Council members and other local authorities • Willingness to attend training and other events to become, and remain, informed • Able to work flexibly according to the business of the Council, within the hours agreed, including evenings	• Knowledge of the area, and of the issues that affect the Parish
Qualifications • Willingness to work towards the Certificate in Local Administration (CILCA) within 12 months	• To have obtained the CiLCA qualification
5. Circumstances • To be able to work from home and be able to store and retrieve documents pertaining to the Council • To be able to house and use the office equipment belonging to the Parish Council • To be able to house all current records belonging to the Council • To have broadband connection	• To have a full driving license and have use of a vehicle