

Barby and Onley Parish Council (BOPC)

Parish Clerk - Skill Set Matrix

	Essential	Desirable
Education/ Qualifications	Good general education with a minimum of 5 GCSE's to include English and maths grade C and above or equivalent. Certificate in Local Council Administration or willingness to obtain within two years of appointment.	Educated to degree or HND level or equivalent Membership of the Institution of local council Managers
Previous experience	Minute taking and record management. Proven financial and budget management experience including bookkeeping, cash management, VAT and payroll.	Experience of advocacy and negotiation. Meeting agenda setting & serving committee Familiarity with accounting systems/ software packages
Skills/Knowledge	Good general IT skills & proficient in standard office IT packages. Ability to manage own workload in the light of competing and changing priorities and organisational challenges. Advising, supporting and constructive communication with elected members. Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners Excellent communication skills both written and oral. Excellent analytical and organisational skills Ability to work effectively within a Local government framework. Support & carry out instructions of Council Ability to generate ideas and consider strategic issues	Working knowledge of local government law, administrative and committee procedures and the planning system Confident public speaker Working knowledge of employment legislation Working knowledge of the procedures, roles, duties and responsibilities of a Parish Clerk, a Parish Council and Councillors. Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members Experience of risk assessments, policy writing & health & safety legislation
Personal Qualities & Aptitude	Proven assertiveness in managing a varied and diverse work environment Ability to deal with a wide range of people in an impartial, diplomatic and professional manner. Flexibility of approach, open to innovative and creative ways of working A commitment to equal opportunities, diversity and community engagement Ability to work alone and as a member of a team Methodical and thorough approach to tasks Ability to anticipate problems and find solutions with a positive attitude Confident, personable and able to deal with pressure	A strong commitment to local democracy and accountability to the community.
General	Ability to attend evening meetings and willingness to work at weekends if necessary. Access to or use of a car. Willingness to undertake relevant training to enhance the role of Parish Clerk/Responsible Finance Officer.	