

MILFORD-ON-SEA PARISH COUNCIL



The Old Clock House - 22 High Street - Milford-on-Sea - Hampshire - SO41 0QD

Tel/Fax: 01590 644 410 Website: www.milfordonseaparishcouncil.gov.uk

Email: clerk@milfordonseaparishcouncil.gov.uk

Person Specification – Assistant Parish Clerk

20th April 2021

Criteria	Level	Essential	Desirable
Knowledge/ Qualifications/ Experience			
English and Maths	GCE/ O Level/ GCSE or equivalent	√	
Financial Management experience	Able to manage financial matters, prepare, read and present management accounts		√
Undertake continuous professional development	Undertake Certificate in Local Council Administration (CILCA)	√	
I.T. and Social Media experience	I.T. systems including Microsoft Office Suite (in particular excel spreadsheets) and Outlook	√	√
Knowledge of local government	Previous experience at local government level		√
Knowledge of the locality	Understanding of the main issues affecting the area		√
Knowledge of planning legislation	Local Government Acts, Data Protection, Freedom of Information, Employment Law, Health & Safety.		√
Skills			
Computer skills	MS Office – Word, Excel, PowerPoint and internet Website CMS	√	
Communication skills	Oral and written	√	
Good people skills	Dealing with the public/ customer service & handling difficult situations	√	
Good telephone manner	Dealing with enquiries/ keeping records	√	

Problem-solving skills	Demonstrate initiative to solve problems	√	
Creative ability	Able to contribute to the design of notices, posters and newsletters	√	
Presentation skills	Ability to speak in public and use presentation equipment	√	
Meeting skills	Experience of protocols in meetings and taking minutes	√	
<i>Attitudes</i>			
Can work on own initiative	Carrying out research to provide advice, contribute to ideas/policies	√	
Able to work under pressure	Must be able to meet deadlines	√	
A team player	Able to work well with others	√	
A positive attitude	Able to deal with negativity from others	√	