

Shenstone Parish Council

(including the wards of Stonnall, Little Aston and Shenstone Wood End)

Clerk of the Council
Mrs Susan Nelson
Parish Office
25C Main Street
Shenstone WS14 0LZ



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PERSON SPECIFICATION

For the post of Clerk with the role of Responsible Financial Officer

Competency	Essential	Desirable
Education, professional qualifications and training	High levels of literacy and numeracy Completion or willingness to work towards the Certificate in Local Council Administration.	Administration qualifications Booking keeping qualifications
Abilities: practical and Intellectual skills	Ability to work effectively on your own and in a team A working knowledge and understanding of local government structure and practices Competent in financial book keeping Competent in meetings administration Computer literacy (MS Word and Excel) Ability to communicate at all levels in the community both orally and in writing Excellent organisational skills Polite and tolerant to all people	Experience of dealing with the public Confident public speaker Knowledge of a computer accounts package Past experience as a parish council clerk Experience of managing small projects Experience of managing events Ability to update webpages using WordPress
Circumstances	Essential to be able work evenings when council or committees meet Willingness to undertake training Flexible and committed to the council Current driving licence and access to a vehicle	