

**LYMINGE PARISH COUNCIL
PARISH COUNCIL CLERK and RESPONSIBLE FINANCIAL
OFFICER**

PERSON SPECIFICATION

	Essential	Preferred
Education	- Good general education	- Recognised qualification in local government
Work Experience	- Working as an individual - Working as part of a team - Working with the public - Working with computers on a daily basis	- Experience with MS Word, MS Excel and MS Outlook - Experience in local government and, in particular, financial - Experience of preparing for, attending and minuting meetings - Implementing decisions - Monitoring budgets
Skills, knowledge and aptitude	- Ability to learn new skills - Ability to problem solve - IT skills - Ability to think flexibly	- Ability to understand the framework in which the Parish Council operates
Motivation	- Self reliance - Self motivation - Ability to maintain good relationships with Councillors, residents, etc	- Committed to working towards quality status - Willingness to be trained
Other	- Driving licence - Access to a vehicle - Able to work occasional evenings - Flexibility - Work from home	