**GLEN PARVA PARISH COUNCIL**

**ADMIN SUPPORT PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Education** |  |  |  |
| Good standard of general education to GCSE level or equivalent | **X** |  | **C** |
| High level of literacy and numeracy | **X** |  | **I / PT** |
| Education to A level or above |  | **X** | **C** |
| Relevant qualification in local government e.g FiLCA or willing to work towards qualification |  | **X** |  |
|  |  |  |  |
| **Experience and Knowledge** |  |  |  |
| Working in an office environment | **X** |  | **A / I** |
| Experience of dealing with a wide range of people, within and external to the organisation |  | **X** | **A / I** |
| Experience of producing reports | **X** |  | **A / I** |
| Local Government experience, especially in a town or parish council |  | **X** | **C** |
| Recognised financial qualification |  | **X** | **C** |
| Experience of accounting software e.g Rialtas, Sage or similar | **x** |  | **A / I** |
|  |  |  |  |
| **Skills and Personal Qualities** |  |  |  |
| High standard of written and verbal communication | **X** |  | **A / I** |
| Good interpersonal skills, including ability to relate sensitively and appropriately for the nature of the topic in hand | **X** |  | **A / I** |
| Organised and diligent working attitude | **X** |  | **A / I** |
| Clear speaking manner (telephone and in person) | **X** |  | **A / I** |
| Fully computer literate and able to use various programs confidently and competently | **X** |  | **I / PT** |
| Good administrative skills | **X** |  | **A / I** |
| Ability to work effectively, flexibly and enthusiastically in a small team | **X** |  | **A / I** |
| Ability to work accurately and pay attention to detail, to work to deadlines and under pressure | **X** |  | **I / PT** |
| Ability to deal with different strands of work concurrently, organise work and set priorities | **X** |  | **I / PT** |
| Interest and empathy with local community issues |  | **X** | **I** |
|  |  |  |  |
| **Special conditions** |  |  |  |
| Able to attend occasional evening meetings, as and when necessary | **X** |  | **I** |
| Willing to attend training for the job, as necessary |  | **X** | **I** |
| Flexible and willing to cover other aspects of Office work during unexpected absences | **X** |  | **I** |
|  |  |  |  |

**KEY: A = Application form C = Certificates I = Interview PT = Practical Task**