

JOB SPECIFICATION

Job Title	Parish Clerk
Responsible for	Contractors
Reports to	Longdon Parish Council

	Essential Criteria	Desirable Criteria
Qualifications	Holds or is prepared to work to obtain a Certificate in Local Council Administration or similar	To hold a CILCA qualification
	To have experience working in Local Government	To have worked as a Parish Clerk
	To be aware of the planning process	To have experience in town planning decision making process
Policy Development	To have contributed to policy development	To have prepared clear policies on a variety of subjects
Management	To have prepared agendas and written minutes for meetings	To be able to accurately minute meetings and develop appropriate agendas for meetings
Finance	To be able to demonstrate financial planning	To have set up and worked on excel spreadsheets
Personal Qualities	Ability to work without supervision	-
	Ability to use own initiative	-

