



BLISLAND PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil

c/o Rosewal
Churchtown, Mullion
Helston
TR12 7HN

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Person Specification

Designation: Clerk / Responsible Financial Officer to Blisland Parish Council

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy - Competent IT skills 	<ul style="list-style-type: none"> - Completion of the SLCC "Working with Your Council" induction pack - Administration and/or Bookkeeping qualifications - Completion or working towards the Certificate of Local Council Administration (CiLCA)
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> - Experience of working in an office and dealing with the general public - Ability to work effectively on your own or in a team - Competent in bookkeeping and administration (demonstrating high standard of computer literacy) 	<ul style="list-style-type: none"> - Confident public speaker - An awareness of the advantages that new technology could have on the servicing of Council and its committees - Typing skills - Experience of managing a small team - Experience of advising and servicing committees and working with members - A good working knowledge and understanding of Local Government structure and practices

Circumstances	<ul style="list-style-type: none">- Willingness to work evenings when Council or committees meet- Flexible and committed to the Council	<ul style="list-style-type: none">- Current driving licence
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