**Wynyard Parish Council (Stockton)**

Proper Officer & Responsible Financial Officer

(10 Hours per Week)

**PERSON SPECIFICATION**

**Essential Requirements**

Candidates must be able to evidence and demonstrate:

Familiarity with computerised systems, with a good working knowledge of Microsoft Office 365.

Excellent written and oral communication skills.

Knowledge and understanding of the role of a Parish Council in the local democratic process.

Willingness to undertake and achieve the recognised qualification – CiLCA (Certificate in Local Council Administration) within the first two years of employment.

**Desirable**

Knowledge of website development and maintenance would be an advantage.

Previous working experience within local government or the public sector in an administrative capacity would also be desirable.

Possession of CiLCA (Certificate in Local Council Administration) qualification.

Knowledge of local authority planning law and procedures.

DBS clearance may possibly become appropriate at some future time.