

**CLERK to the WOLSTON, BRANDON & BRETTFORD JOINT BURIAL COMMITTEE**

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational qualifications</b>	<p><b>Good general education:</b></p> <p>5GCSEs or equivalent including Maths and English</p> <p>CiLCA qualified or be willing to achieve the qualification</p>	<p>Educated to degree or HND level</p> <p>A recognised qualification in local government administration</p>
<b>2. Work Experience</b>	<p><b>Good office management skills</b></p> <p>Experience of minute taking at meetings</p> <p>Experience of working in a financial setting</p> <p>Experience of dealing with the public especially in confrontational circumstances</p>	<p>Previous local government experience</p>
<b>3. Skills/ knowledge and aptitude</b>	<p><b>IT skills (Microsoft Office) – typing and spreadsheet skills</b></p> <p>Ability to prepare Agendas, minutes of meetings and produce information on Papers, Reports and Records for approval and action.</p> <p>Able to produce reports on financial and other subjects.</p> <p>Keep records of Banking - reports and information on Payments, Receipts and Bank Reconciliation. Annual Audit of Accounts, etc.</p> <p>Good communication skills (especially with public and all relevant organisations- See also Item 4 'Motivation'</p>	<p>Ability to understand the legal framework in which the Parish Council operates.</p> <p>Understanding the way Parish Councils work, especially in relation to District and County Councils</p>

	<p><b>Presentational skills</b></p> <p>Delivering information and copies of Burial Rights, Interments and Memorials for Committee's information and/or approval.</p> <p>Reporting and presenting matters concerning the maintenance and management of Cemetery</p> <p>Ability to problem solve</p> <p>Dealing with Bereaved Families and Relatives with Sensitivity and Empathy and to provide suitable information and advice in a timely manner</p>	
4. Motivation	<p><b>Self-reliant &amp; Self-motivated</b></p> <p>Able to maintain good relationships with Councillors, Contractors, Undertakers, Stonemasons and General public</p>	
5. Other	<p><b>Availability Requirements</b></p> <p>Able to attend evening meetings and demonstrate flexibility in various situations or circumstances as required or requested by the JBC Chair and/or the Committee.</p>	<p>Driving licence, car owner and ability to travel</p>