



COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH
01376 562346
clerk@coggeshall-pc.gov.uk

PARISH CLERK – COGGESHALL PARISH COUNCIL PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENT
	Essential / Desirable
EXPERIENCE	
Previous experience of clerical/admin duties.	Essential
Proven experience of budget setting, financial control and VAT	Desirable
Practical experience of Servicing Committees	Essential
Previous Parish Clerk experience.	Essential
Experience of management of a team	Essential
Experience of Project Management	Desirable
QUALIFICATIONS	
Educated to GCSE level, with a good standard of literacy and numeracy, ie Maths and English at grade C (equivalent to the new grade 4)	Essential
Completion of, or working towards the Certificate in Local Council Administration or other recognised related qualification(s)	Desirable
SKILLS/KNOWLEDGE	
Good working knowledge of Microsoft Office software including Word and Excel.	Essential
Ability to deal with other authorities and agencies and promote the image of the Parish Council.	Desirable
Working knowledge and understanding of Parish Council practice and functions.	Essential
Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors.	Essential
Able to update the Parish Council Website using Wordpress and also Facebook pages.	Essential
Ability to work unsupervised and organise own workload	Essential
Ability to produce accurate minutes and agendas.	Essential
Experience of the management of allotments and cemeteries	Desirable
PERSONAL QUALITIES	
Excellent oral and written communication skills with the ability to build good relationships with Councillors.	Essential
Ability to provide objective advice to Councillors in a timely and coherent manner. E Ability to deal with people in an understanding manner, whilst displaying firmness as appropriate.	Essential
Ability to deal with matters on a confidential basis.	Essential
A flexible and adaptable approach.	Essential
A commitment to ongoing professional development.	Essential