

JOB SKILLS CHECKLIST FOR APPLICANTS

To be completed and returned with CV	Essential	Desirable	Yes or No (✓ or X)
Criteria			
Qualifications			
GCSE English and Maths A-C or equivalent	✓		
CILCA		✓	
Driving License (with access to a car/bike)	✓		
Experience			
Clerk, Proper Officer or a similar role		✓	
Responsible Financial Officer or a similar role		✓	
Line Management		✓	
Skills and Competencies			
Can take minutes and write agendas	✓		
Can prepare budgets		✓	
Provide advice on making lawful decisions and policy		✓	
Write letters, emails and reports	✓		
Familiar with Microsoft packages including Excel and Word	✓		
Capacity to research topics of concern to the Council	✓		
Update social media – Facebook and website		✓	
Understand financial procedures	✓		
Organise meetings and events	✓		
Ability to line manage projects, sites and facilities		✓	
Ability to line manage staff		✓	

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Keep relevant stakeholders up to date, displaying excellent communication skills and using the most effective media	✓		
Audit assets		✓	
Keep accurate records	✓		
Knowledge			
Local knowledge of Crockenhill		✓	
Knowledge and understanding of Local Government		✓	
Planning applications and procedures		✓	
Personal Qualities			
Displays a professional attitude	✓		
Organised	✓		
Forward thinking	✓		
Accurate and objective	✓		
Approachable	✓		
Punctual	✓		
Flexible	✓		
Discrete	✓		