

Ripon City Council

Clerk's Office
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD



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PERSON SPECIFICATION - DEPUTY CLERK

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> 3 years' experience of working in an office environment, preferably in the local council, (town and parish) sector 	X	
	<ul style="list-style-type: none"> Bookkeeping and financial management skills 	X	
	<ul style="list-style-type: none"> Experience of using computerised financial systems 	X	
	<ul style="list-style-type: none"> Experience of administrative management, including formal meetings, in a complex environment 	X	
	<ul style="list-style-type: none"> Experience of using Rialtas Alpha financial software 	X	
	<ul style="list-style-type: none"> Appropriate financial qualification 		X
	<ul style="list-style-type: none"> Office and buildings facilities management /administration 		X
Education /Qualifications	<ul style="list-style-type: none"> Experience of risk management 		X
	<ul style="list-style-type: none"> Introduction to Local Council Administration or willingness to obtain it within the six-month probationary period 	X	
	<ul style="list-style-type: none"> (Level 2 qualifications in English and Mathematics) 	X	
	<ul style="list-style-type: none"> Educated to degree, HND or NVQ level 4 or above 		X
General Skills	<ul style="list-style-type: none"> Excellent oral/written communication and presentational skills. 	X	

Attribute	Description	Essential	Desirable
	<ul style="list-style-type: none"> Ability to manage projects 	X	
	<ul style="list-style-type: none"> Experience in dealing with the public. 	X	
	<ul style="list-style-type: none"> Ability to use MS Word / Excel and Office Outlook to advanced levels and to update the Council website. 	X	
	<ul style="list-style-type: none"> Flexible attitude and proactive approach 	X	
	<ul style="list-style-type: none"> Strong interpersonal skills- ability to work effectively on your own and within a team 	X	
	<ul style="list-style-type: none"> Line management experience 	X	
	<ul style="list-style-type: none"> Able to plan and work efficiently under pressure without supervision 	X	
Equal Opportunities	<ul style="list-style-type: none"> A knowledge and awareness of equal opportunities and diversity policies 	X	
Other Requirements	<ul style="list-style-type: none"> Availability to attend regular evening meetings and occasional meetings outside of the parish 	X	
	<ul style="list-style-type: none"> Able to exercise tact and diplomacy and maintain confidentiality 	X	
	<ul style="list-style-type: none"> Willingness for self-development and to undertake training. A willingness to grow with the role 	X	
	<ul style="list-style-type: none"> Able to undertake weekend working 	X	
	<ul style="list-style-type: none"> Ability to operate in a politically impartial manner. 	X	