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**Person Specification**

**Assistant Clerk**

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| **PERSON SPECIFICATION** |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications and Experience** | Educated to A Level standard or equivalent Minimum Grade C GCSE in English and Maths Computer literateIf not already possessing the Certificate in Local Council Administration, then required to obtain this within 24 months of appointmentMinimum of 1 years management experienceAn interest in or knowledge of the Town CouncilOffice and administrative experienceExperience of dealing with the publicExperience working on own initiative and as part of a team | A degree or equivalent professional qualification in a related subjectCertificate in Local Council AdministrationPrevious experience of working within a Parish or Town CouncilExperience of implementing large projectsExperience of managing project budgetsNEBOSH General certificate  |
| **Job Specific Knowledge** | Demonstrable experience of general or office administrationNumeracy skills to analyse figures, check invoices and to prepare accounts | Knowledge of developing policies to meet legal requirements e.g. in audit, insurance or risk management |
| **Attributes** | **Essential** | **Desirable** |
| **Job Specific Knowledge** | Experience in a relevant environment that involves attending meetings and following set procedureAbility to prepare accurate and concise reports, minutes and agendas | Experience of organising public meetings, taking minutes and producing minutes for publishingKnowledge of financial management procedures and controlExperience of financial management IT system  |
| **Skills, Aptitudes and Abilities** | Self-awareness and awareness of personal impact on othersAbility to manage in a political environmentEnhanced personal and interpersonal skills with the ability to work with the general public, including telephone manner, ensuring excellent customer serviceExcellent communication skills, including verbal, written and listening skillsIT skills to produce documents, reports and statistics- competent in Microsoft Word and ExcelAbility to proof read with a keen eye for detailAbility to think strategically providing awareness of the wider issues involved in Local Government, civic matters and related aspectsPublic speaking and presentation skillsGood analytical, investigative and problem-solving skills |  |
| **Attributes** | **Essential** | **Desirable** |
| **Non Job Specific Knowledge, Skills and Aptitudes** | Ability to prioritise own workload and maintain varying deadlinesAbility to work on own initiative without supervisionPossessive of a positive, considerate attitude working in a small teamAn ability to use tact and diplomacy where relevantAbility to respect and keep confidentiality | Holder of current UK driving licenceAn ability to negotiate as and when required  |
| **Other Requirements** | A flexible approach to the roleAttendance at evening meetings and some civic activities or functions held at weekends and public holidaysWillingness to attend training and other events to become and remain informedDetermination to make things happen.Receptive to change and new ideas. |  |