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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 literate  If not already possessing the Certificate in Local Council Administration, then required to obtain this within 24 months of appointment  Minimum of 1 years management experience  An interest in or knowledge of the Town Council  Office and administrative experience  Experience of dealing with the public  Experience working on own initiative and as part of a team | A degree or equivalent professional qualification in a related subject  Certificate in Local Council Administration  Previous experience of working within a Parish or Town Council  Experience of implementing large projects  Experience of managing project budgets  NEBOSH General certificate |
| **Job Specific Knowledge** | Demonstrable experience of general or office administration  Numeracy 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 procedure  Ability to prepare accurate and concise reports, minutes and agendas | Experience of organising public meetings, taking minutes and producing minutes for publishing  Knowledge of financial management procedures and control  Experience of financial management IT system |
| **Skills, Aptitudes and Abilities** | Self-awareness and awareness of personal impact on others  Ability to manage in a political environment  Enhanced personal and interpersonal skills with the ability to work with the general public, including telephone manner, ensuring excellent customer service  Excellent communication skills, including verbal, written and listening skills  IT skills to produce documents, reports and statistics- competent in Microsoft Word and Excel  Ability to proof read with a keen eye for detail  Ability to think strategically providing awareness of the wider issues involved in Local Government, civic matters and related aspects  Public speaking and presentation skills  Good analytical, investigative and problem-solving skills |  |
| **Attributes** | **Essential** | **Desirable** |
| **Non Job Specific Knowledge, Skills and Aptitudes** | Ability to prioritise own workload and maintain varying deadlines  Ability to work on own initiative without supervision  Possessive of a positive, considerate attitude working in a small team  An ability to use tact and diplomacy where relevant  Ability to respect and keep confidentiality | Holder of current UK driving licence  An ability to negotiate as and when required |
| **Other Requirements** | A flexible approach to the role  Attendance at evening meetings and some civic activities or functions held at weekends and public holidays  Willingness to attend training and other events to become and remain informed  Determination to make things happen.  Receptive to change and new ideas. |  |