

PERSON SPECIFICATION

	Essential	Preferred
1. Educational qualifications	Good general education: 5 x GCSEs or equivalent including Maths and English	Educated to degree or HND level Certificate in Local Council Administration
2. Work Experience	Experience of using manual pay systems Experience of working in a financial setting Experience of administration Experience of dealing with the public	Experience of using BrightPay / HMRC software Previous local government experience Experience of taking minutes at meetings. Experience of supervising staff
3. Skills/ knowledge and aptitude	Able to produce reports on financial and other subjects IT skills Presentational skills Ability to problem solve Readiness to reach Level 1 Welsh. (greetings etc.)	Ability to understand the legal framework in which the Council operates (Local Government Act 1972 etc) Understanding of operating environment of community council and importance of developing sound working relationships with authorities and organisations Fluent in written & spoken Welsh
4. Motivation	Able to maintain good relationships with councillors, organisations, contractors and the public. Self-reliant & self-motivated.	Committed to working towards professional status. Willingness to undertake training and to act as the Council's representative.
5. Other	Able to attend evening meetings and demonstrate flexibility as required. Driving licence, car owner and ability to travel.	