

## Ross-on-Wye Town Council

### Person Specification

#### Deputy Town Clerk

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>	<b>Method of Assessment</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs Grade A-C including Maths and English or NVQ Level 3</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level, HND, NVQ level 5 and/or professional qualification</li> <li>• Certificate in Local Council Administration (CiLCA) or willing to achieve the qualification within 12 months</li> </ul>	<ul style="list-style-type: none"> <li>• Production of certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of effectively managing staff as part of a team</li> <li>• Proven track record of computer information systems</li> <li>• At least 2 years' experience of working in Local Government in an administrative/management role</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a local council (town and parish sector)</li> <li>• Knowledge of RIALTAS Omega accountancy system</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>
<b>Professional and General Skills</b>	<ul style="list-style-type: none"> <li>• High degree of accuracy and reliability</li> <li>• Ability to use initiative when necessary</li> <li>• Can demonstrate an orderly and business-like approach to finance and office administration</li> <li>• Experience of dealing with the public in a front facing role</li> <li>• Proven ability to build effective working relationships with a range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Experience of managing cemetery facilities</li> <li>• Experience of event management</li> <li>• Understanding of the Planning Framework</li> <li>• Ability to work within deadlines in a structured environment</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to effectively communicate across all levels</li> <li>• Excellent verbal and written communication and presentation skills</li> <li>• Ability to empathise and offer advice in an impartial and objective manner</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of customer facing environment</li> <li>• Experience of using digital platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>
<b>IT</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of Microsoft Office applications including Word, Excel, and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using WordPress and managing a website</li> <li>• Knowledge of RIALTAS Omega accountancy system</li> <li>• Experience of computerised cemetery management system</li> </ul>	<ul style="list-style-type: none"> <li>• Practical Test</li> </ul>
<b>Administration and Meetings</b>	<ul style="list-style-type: none"> <li>• Ability to clerk and accurately minute committee meetings</li> <li>• Practical experience of report writing</li> <li>• Well organised and able to prioritise work</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge of local council procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret and implement financial regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>

	<ul style="list-style-type: none"> <li>• Training and experience of computer finance packages</li> <li>• Knowledge and experience of budget management</li> <li>• Ability to understand the implications of financial decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts experience including data entry, cash management, VAT, and month/year end processes</li> <li>• Experience of internal and external audit procedures</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A knowledge and awareness of equal opportunities and can demonstrate diversity, equality and inclusivity best practice</li> </ul>		<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to exercise tact and diplomacy and maintain confidentiality</li> <li>• Availability to attend regular evening committee meetings</li> <li>• Willingness to work flexibly outside office hours</li> <li>• Willingness for continued professional development within the sector through on-going training</li> <li>• Ability to operate with impartiality in a political environment</li> <li>• Excellent attendance record and punctuality</li> </ul>		<ul style="list-style-type: none"> <li>• Interview and past employer reference</li> </ul>