

Assistant Clerk – Person Specification

	<i>Essential</i>	<i>Desirable</i>	<i>Qualifications</i>
Education	Good general education with GCSE's to include English and maths grade C and above or equivalent	A track record of training and achievement as part of a recognised Programme of Continuous Development	Ideally to Degree or equivalent level, otherwise a minimum of 2 'A' levels or equivalent. <u>Desirable</u> The Certificate in Local Council Administration And other relevant qualifications such as: Certificate in Local Policy Studies First Year The Certificate in Local Policy Studies The Diploma in Local Policy Studies BA (Hons) Degree Local Policy Studies Financial management qualification.
Previous work	Working as part of a team, leading on pieces of work, project work and interaction with members of the public via phone, face to face and written work. Maintaining accurate records and following procedures such that they stand up to external scrutiny and audit.	Ability to work with elected members in the Public Sector. Demonstrable communication skills with Public, elected members and staff. Minute taking and servicing committees	Recognised management qualifications. Attendance on recognised management training courses within the public sector.
Skills and knowledge	An appreciation and basic knowledge of parish and town council work as well as the broader public and voluntary sector. Financial management skills. Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges Flexible team player with good	Working knowledge of local government law, administrative and committee procedures and the planning system Experienced in Health and Safety procedures within a workplace Good public speaker Report writing skills Ability to work under pressure	<u>Desirable</u> Local government qualification, as detailed above. SAGE and /or other finance software training. Recognised financial management qualification. Attendance on recognised Health and Safety training.

	<p>management and interpersonal skills who can motivate the council's staff and workforce</p> <p>Will understand the Health and Safety Issues relevant to the Town Council</p> <p>Robust analytical and organisational skills</p> <p>Proficient in standard office, accounts and financial IT packages</p> <p>Ability to work effectively within a Local government framework.</p> <p>Good communication skills both written and oral and at all levels of the community</p> <p>Ability to work in a professional and impartial manner with outside agencies, the media and other commercial and voluntary sectors, to facilitate the Councils strategies and objectives.</p>	<p>and to deadlines</p> <p>Able to anticipate problems and recognise the strategic consequences of ideas and actions</p>	
Personal Qualities	<p>Proven assertiveness in managing a varied and diverse work environment.</p> <p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative ways of working</p> <p>Ability to handle a wide range of demands and directions, from a</p>	<p>Ability to generate ideas and consider strategic issues</p>	<p>Assertiveness training.</p> <p>Communication skills training.</p> <p>Time management.</p> <p>Leadership skills</p>

	<p>variety of sources.</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>		
Other	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p> <p>Access to or use of a car</p> <p>Willingness to undertake relevant training to enhance the role of Town Clerk</p>		