PERSON SPECIFICATION

CLERK TO SETTLE TOWN COUNCIL

Attribute	Description	Essential	Desirable
Experience	• 5 years experience of working in local government including committee administration. • Experience of monitoring budgets and preparing financial statements and final accounts	 X	X
Skills	• Preparation of Agendas and Minutes • Ability to communicate effectively, either orally, in writing or electronically and to present views positively. • Possesses a high degree of literacy and numeracy. • Possesses excellent organisational skills. • Ability to use MS Word / Excel/Powerpoint • Ability to develop relationships with people at all levels in the organisation. • Ability to work efficiently and effectively under pressure and on own initiative. • Ability to manage other employees. • Experience in dealing with the public.	X X X X X X X	 X
Knowledge / Qualification	• Knowledge of all tiers of local government and their inter-relationship. • Either holds CiLCA or is willing to work towards obtaining CiLCA. • Willing to undertake any additional required training.	 X X	X
Equal Opportunities	• A knowledge, awareness and commitment to equal opportunities policies.	X	
Other Requirements	• Availability to attend evening meetings, at least monthly. • Availability to attend meetings elsewhere. • Ability to maintain confidentiality. • Good project management skills.	X X X	 X