



## Person Specification

**Post Title:** Town Clerk

**Accountable to:** Chair of the Resources Committee

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience as Clerk or Deputy Clerk or have significant equivalent experience in a management role</li> <li>• Experience of public or private sector employment in finance, HR or administration departments</li> <li>• Experience of, budget planning, keeping accounts and generating financial reports and statutory reports, including year-end and audit</li> <li>• Experience of Health &amp; Safety at Work and risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a computerised finance package in a local authority context</li> <li>• Experience of HR procedures and record keeping</li> <li>• Experience of event management / traffic marshalling</li> <li>• Experience of Cemetery Management</li> <li>• Project Management qualification or equivalent experience</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>QUALIFICATIONS / TRAINING</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration or willingness and ability to achieve the status of Qualified Clerk within 12 months of appointment, or hold relevant professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level in relevant discipline</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of current local government and planning laws, administration and procedures</li> <li>• Understanding of the significance of Neighbourhood Development and Local</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic diary management systems</li> <li>• Minute taking</li> <li>• Record keeping</li> <li>• Knowledge of managing and updating websites</li> </ul>	<p>Application form</p> <p>Interview</p>



	<p>Plans</p> <ul style="list-style-type: none"><li>• IT skills and proficient in the use of Microsoft Office software, internet and social media</li></ul>		
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"><li>• Good communication skills, both written and verbal</li><li>• Excellent planning and organisational skills, and able to prioritise workload</li><li>• Ability to lead a team, work autonomously and harmoniously with staff and public</li></ul>		Application form  Interview
<b>DISPOSITION/ ATTITUDE</b>	<ul style="list-style-type: none"><li>• Able to work under pressure</li><li>• Able to maintain confidentiality</li><li>• Able to anticipate problems and solve them</li></ul>		Application form  Interview
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Willingness to attend evening meetings and to work at the weekend and bank holidays when required</li><li>• Enhanced DBS Check</li></ul>	<ul style="list-style-type: none"><li>• Driving licence</li></ul>	Application form