

SETTLE TOWN COUNCIL
ASSISTANT TOWN CLERK
PERSON SPECIFICATION
LC2 (SCP 23-25)
£21,693 - £23,111 pro rata
(14 hours per week)

	Essential	Desirable
1. Educational Qualifications	<p>Five GCSEs grades A-C or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p> <p>A recognised qualification in local council administration, i.e. CiLCA, or commitment to achieve within 12 months.</p>	<p>Educated to degree or HND level.</p>
2. Work Experience	<p>Experience of using manual / computerised accounting / pay systems and a working knowledge of office applications, website content management and social media.</p> <p>Experience of handling confidential information.</p> <p>Experience of working in a financial setting.</p> <p>Experience of supervising staff.</p> <p>Experience of dealing with the public, especially in confrontational circumstances.</p>	<p>Knowledge of local government law, procedures and finances.</p> <p>Working knowledge of the public sector.</p>
3. Management	<p>Evidence of forward planning to achieve long-term objectives.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Evidence of experience in successful partnership working.</p> <p>Evidence of good negotiating skills.</p> <p>Ability to problem solve.</p>	<p>Experience of dealing with the media.</p> <p>Able to make judgements about difficult situations and make appropriate recommendations.</p>

<p>4. Skills</p>	<p>Able to produce reports on financial and other subjects, coherently objectively and analytically.</p> <p>Good presentation skills.</p> <p>Experience of servicing meetings and offering appropriate advice.</p> <p>Strong communication skills.</p> <p>Ability to act impartially.</p> <p>Able to maintain good relationships with Councillors, staff, members of the public and external agencies.</p> <p>Self reliant and self motivated.</p> <p>Ambition to undertake further training to move the Council forward.</p>	<p>Understanding of the operating environment of a Town Council.</p>
<p>5. Other</p>	<p>Able to attend evening meetings and demonstrate flexibility as required.</p>	<p>Evidence of working with local communities.</p> <p>Driving licence and ability to travel.</p>