



DEPUTY CLERK PERSON SPECIFICATION

	Essential	Desirable
Knowledge/qualifications:	<p>English/Maths GCE 'O' Level/GCSE or equivalent</p> <p>Financial management experience; able to manage financial matters/read and present management accounts</p> <p>Must be willing to undertake all necessary training to complete Certificate in Local Council Administration (CILCA)</p>	<p>Holds existing local policy qualification at iLCA or above</p> <p>Some knowledge of local government or previous experience at local government level</p> <p>Some knowledge of the locality and main issues affecting the area.</p> <p>Some knowledge of relevant Local Government Acts, Acts of Parliament, Data Protection, Freedom of Information, Employment Law</p>
Skills	<p>Computer skills Word processing, spreadsheets, internet</p> <p>Management skills including accounts and finance management.</p> <p>Communication skills; oral and in writing (letters/reports)</p> <p>Good people skills, especially dealing with the public/difficult people</p> <p>Good telephone manner dealing with enquiries and record keeping</p> <p>Problem-solving skills</p> <p>Demonstrate initiative to solve problems</p>	<p>Creative ability; able to contribute to the design of notices and newsletters</p> <p>Presentation skills; confident expressing ideas and delivering advice</p> <p>Using office machinery, Computer, photocopier, Car driver.</p> <p>Attendance at call-outs Meetings skills.</p> <p>Experience of protocols in meetings and taking minutes</p>
Attitudes	<p>Can work on own initiative</p> <p>Carrying out research to provide advice, contribute to ideas/policies</p> <p>Able to work under pressure. Must be able to meet deadlines.</p> <p>Able to work to flexible hours including servicing evening meetings/weekend functions</p>	<p>A team person, able to work well with others A positive attitude, able to deal with negativity from people</p> <p>Live locally to the office within a reasonable journey time (it is up to the candidate to assess their ability to attend the place of work).</p>