#### **TOWN CLERK – PERSON SPECIFICATION**

Position: Town Clerk and Responsible Financial Officer

PERSON SPECIFICATION - CLERK & RESPONSIBLE FINANCIAL OFFICER TO PREESALL TOWN COUNCIL

| Competency | Essential Requirement | Desirable Requirement |
| --- | --- | --- |
| Education, Professional Qualifications And Training | High level of numeracy and literacy.  Possession of or a willingness to work towards the Certificate in Local Council Administration. | Local Government Administration / book keeping qualifications. |
| Abilities: Practical And Intellectual Skills | Ability to work effectively on your own and in a team.  A working knowledge and understanding of local government structure and practices.  Competent in book keeping and meetings administration in a legal framework.  Computer literacy – competent in Word, Excel and Microsoft 365.  Ability to communicate at all levels in the community both orally and in writing.  Excellent organisational and time management skills. | Experience of dealing with the public.  Knowledge of a computer accounting package.  Experience of managing a small team.  Past experience as a parish council clerk.  Experience of managing small projects. |
| Circumstances | Ability to work evenings when council or committees meet.  Willingness to undertake training.  Flexible and committed to the Council. |  |
| Other | Able to attend evening meetings as required by the Council. (Monthly Council meetings are 2nd Monday of the month during 19.00 to 22.00 approximately.  Able to attend evening and daytime committee meetings as required.  Full driving licence, access to vehicle insured for business purposes and ability to travel |  |

Signed: {Signed on Original}

Date: 14/11/22