

## Person Specification:

### **Essential Qualifications, Knowledge, Skills and Experience**

Recognised numeracy and literacy qualification

Certificate in Local Council Administration Or readiness to undertake training to attain the CiLCA qualification

Experience of office and financial administration

Sound book-keeping skills

Highly organised with excellent planning skills and an ability to meet tight deadlines

IT literate with intermediate level MS Office skills including Outlook, Word, Excel and PowerPoint

Ability to work unsupervised and use own initiative and work as part of a team

Willingness to complete further personal and professional development

Use of own car and current driving licence

### **Desirable Qualifications, Knowledge, Skills and Experience**

Local government experience

Experience of communication with elected members

Working knowledge of parish or town council

Experience of customer complaints and FOI handling

Electronic bookkeeping or financial system experience

Knowledge of local government account and audit requirements

VAT and or income tax knowledge/experience

Experience of home working

Website development and administration

### **Personal attributes Criteria**

Excellent communication and interpersonal skills

Friendly, approachable and diplomatic

A flexible, pro-active, and collaborative, 'can do' approach

Honesty, transparency and a willingness to improve practice

Treat people with equity and inclusively with respect for diversity

Willingness to work evenings for attendance at meetings

Flexible attitude to working arrangements to meet the councils needs