

Deputy Clerk Person Specification

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent including relevant professional qualifications where appropriate. • CiLCA Qualification, or willing to work towards within first year of appointment. • Full Driving License. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Recognised Business, Finance or Administrative Qualification. • Recognised Local Government Qualification
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • General administration and presentation skills • Proficient in the use of computer information systems • Able to write clear concise reports and minutes • Ability to build effective working relationships with members of the Council, staff and a range of stakeholders • Fully competent in Microsoft Office applications. • An understanding of income and expenditure. • Good leadership skills 	<ul style="list-style-type: none"> • Good leadership skills • Strong analytical skills • Ability to collate and analyse information and distribute to a range of audiences in appropriate form. • Practical experience of local government financial procedures. • Working knowledge of current employment and health and safety legislation. • ISO 45001:2018 Certification. • Theoretical and/or practical knowledge of the statutory duties of a local council. • Proven & Enhanced leadership skills.
Experience	<ul style="list-style-type: none"> • Experience in financial systems • Managing a range of activities to deadlines within pre agreed timescales within changing priorities. • Development and maintenance of admin procedures. • Experience of seeking best value for the organisation. • Experience of working within budgets 	<ul style="list-style-type: none"> • Local government experience. • Committee experience. • Developing solutions to a range of practical and technical problems. • Experience in monitoring procedures. • Experience in VAT • Experience in team supervision. • Experience with communities and community groups.

	<ul style="list-style-type: none"> • Experience of excellent customer service. • Experience of working within a team. 	<ul style="list-style-type: none"> • Experience of building management.
Personal Qualities	<ul style="list-style-type: none"> • Deals confidently with a wide range of contacts • Handles problems confidently and positively • Ability to establish good customer relationships • Methodical and accurate approach • Ability to prioritise and work to tight deadlines • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthiness • Team player 	<ul style="list-style-type: none"> • Strong interpersonal, negotiating and mediating skills.
Special Requirements	<ul style="list-style-type: none"> • Flexibility to attend meetings and events and to work at any council site as deemed necessary. • Commitment to continuing professional development. • Ability to travel locally. • To abide by all the Council's policies, including the Councillor / Officer Protocol. • Confidentially – to be able to undertake an investigation if required 	