

Ross-on-Wye Town Council

Person Specification

Deputy Town Clerk

	Essential Attributes	Desirable Attributes	Method of Assessment
Educational Qualifications	<ul style="list-style-type: none"> • Minimum 5 GCSEs Grade A-C including Maths and English or NVQ Level 3 	<ul style="list-style-type: none"> • Degree level, HND, NVQ level 5 and/or professional qualification • Certificate in Local Council Administration (CiLCA) or willing to achieve the qualification within 12 months 	<ul style="list-style-type: none"> • Production of certificates
Work Experience	<ul style="list-style-type: none"> • Proven track record of effectively managing staff as part of a team • Proven track record of computer information systems • At least 2 years' experience of working in Local Government in an administrative/management role 	<ul style="list-style-type: none"> • Previous experience of working in a local council (town and parish sector) • Knowledge of RIALTAS Omega accountancy system 	<ul style="list-style-type: none"> • Interview and past employer reference
Professional and General Skills	<ul style="list-style-type: none"> • High degree of accuracy and reliability • Ability to use initiative when necessary • Can demonstrate an orderly and business-like approach to finance and office administration • Experience of dealing with the public in a front facing role • Proven ability to build effective working relationships with a range of stakeholders 	<ul style="list-style-type: none"> • Project management skills • Experience of managing cemetery facilities • Experience of event management • Understanding of the Planning Framework • Ability to work within deadlines in a structured environment 	<ul style="list-style-type: none"> • Interview and past employer reference
Communication Skills	<ul style="list-style-type: none"> • Ability to effectively communicate across all levels • Excellent verbal and written communication and presentation skills • Ability to empathise and offer advice in an impartial and objective manner 	<ul style="list-style-type: none"> • Experience of customer facing environment • Experience of using digital platforms 	<ul style="list-style-type: none"> • Interview and past employer reference
IT	<ul style="list-style-type: none"> • Sound working knowledge of Microsoft Office applications including Word, Excel, and Outlook 	<ul style="list-style-type: none"> • Experience of using WordPress and managing a website • Knowledge of RIALTAS Omega accountancy system • Experience of computerised cemetery management system 	<ul style="list-style-type: none"> • Practical Test
Administration and Meetings	<ul style="list-style-type: none"> • Ability to clerk and accurately minute committee meetings • Practical experience of report writing • Well organised and able to prioritise work 	<ul style="list-style-type: none"> • General knowledge of local council procedures 	<ul style="list-style-type: none"> • Interview and past employer reference
Finance	<ul style="list-style-type: none"> • Excellent numeracy skills 	<ul style="list-style-type: none"> • Ability to interpret and implement financial regulations 	<ul style="list-style-type: none"> • Interview and past employer reference

	<ul style="list-style-type: none"> • Training and experience of computer finance packages • Knowledge and experience of budget management • Ability to understand the implications of financial decisions 	<ul style="list-style-type: none"> • Accounts experience including data entry, cash management, VAT, and month/year end processes • Experience of internal and external audit procedures 	
Equal Opportunities	<ul style="list-style-type: none"> • A knowledge and awareness of equal opportunities and can demonstrate diversity, equality and inclusivity best practice 		<ul style="list-style-type: none"> • Interview and past employer reference
Other	<ul style="list-style-type: none"> • Able to exercise tact and diplomacy and maintain confidentiality • Availability to attend regular evening committee meetings • Willingness to work flexibly outside office hours • Willingness for continued professional development within the sector through on-going training • Ability to operate with impartiality in a political environment • Excellent attendance record and punctuality 		<ul style="list-style-type: none"> • Interview and past employer reference