



*working with the community*

## Person Specification: Town Clerk

Criteria	Essential	Desirable
1. Qualifications and training	<ul style="list-style-type: none"> <li>a. Minimum of GCSE grades A-C in English and Maths or equivalent</li> <li>b. Completion of the Certificate of Local Council Administration (CILCA) or willingness to achieve within an agreed timescale</li> <li>c. Evidence of a commitment to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>d. Membership of professional bodies</li> <li>e. Accountancy qualifications</li> </ul>
2. Experience	<ul style="list-style-type: none"> <li>a. Experience of working in local Government in a senior role</li> <li>b. Experience of Microsoft 365</li> <li>c. Experience of financial and payroll software packages</li> <li>d. Experience of website management. .</li> </ul>	<ul style="list-style-type: none"> <li>e. Town Clerk experience</li> <li>f. Experience using SAGE 50 accounting software</li> <li>g. Experience using Moneysoft Payroll software</li> </ul>
3. Management	<ul style="list-style-type: none"> <li>a. Able to demonstrate positive leadership skills</li> <li>b. Able to build a team</li> <li>c. Able to manage change</li> <li>d. Able to manage projects</li> </ul>	<ul style="list-style-type: none"> <li>e. experience of successful partnership working.</li> </ul>
4. Knowledge	<ul style="list-style-type: none"> <li>a. Knowledge of accounts and financial management</li> <li>b. Up-to-date on Health and Safety legislation</li> <li>c. Up-to-date on Employment legislation</li> </ul>	<ul style="list-style-type: none"> <li>d. Knowledge of Somerton and surrounding area.</li> <li>e. General knowledge of the law related to local councils.</li> <li>f. Understanding of Planning Legislation.</li> </ul>
5. Skills	<ul style="list-style-type: none"> <li>a. Able to organise and manage resources effectively</li> <li>b. Able to communicate clearly and accurately in a range of different situations</li> <li>c. Able to prioritise tasks</li> <li>d. Able to write grammatically correct reports, letters and emails</li> <li>e. Able to take accurate Minutes and notes and service the requirements for committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>f. Evidence of PR and handling media enquiries.</li> </ul>



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<p>6. 6. Qualities</p>	<ul style="list-style-type: none"> <li>a. Can demonstrate strong customer focus</li> <li>b. Able to build a positive public image for the Council</li> <li>c. Remains calm when under pressure</li> <li>d. Can move smoothly between tasks</li> <li>e. Personal commitment to equal opportunities</li> </ul>	
<p>7. Others</p>	<ul style="list-style-type: none"> <li>a. Willingness to work out of office hours by arrangement to attend Council meetings and events</li> <li>b. Ability to operate with impartiality in a political environment</li> <li>c. Ability to drive; or must be able to travel efficiently around the locality</li> </ul>	