



working with the community

Person Specification: Town Clerk

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



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