

TONYREFAIL & DISTRICT COMMUNITY COUNCIL

DEPUTY CLERK

PERSON SPECIFICATION

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> • Educated to degree or HND level, or NVQ level 4 and above. • Introduction to Local Council Administration (or willingness to obtain within the first 12 months of employment). 	<ul style="list-style-type: none"> • Local policy or community governance qualification. • Appropriate financial qualification.
Work Experience	<ul style="list-style-type: none"> • Experience in a senior administration and finance role. • Experience of dealing with the public. 	<ul style="list-style-type: none"> • Previous local government experience in a similar role. • Experience of cemetery administration. • Experience of managing allotments.
Skills / knowledge and aptitude	<ul style="list-style-type: none"> • Able to deputise fully for the Clerk in his/her absence. • Ability to prepare accounts to Trial Balance on a computerised system. • Excellent IT skills, including a working knowledge of Word, Excel, Publisher. • Excellent written and numeracy skills. • Demonstrable ability to work unsupervised and to use initiative. • Ability to prioritise a full workload to meet deadlines. • Experience of meeting administration including minute-taking and agenda setting. • Empathetic and professional when interacting with the public and liaising with Bereaved families. • Awareness of Health & Safety legislation and its application within the Council. • Advocate of equality, diversity and respect in the workplace. 	<ul style="list-style-type: none"> • Experience of budget-setting and monitoring. • Experience of managing fixed assets. • Experience of Xero or similar accounting software. • Awareness of the geographical area covered by the Community Council. • Welsh speaking. • Ability to manage websites and social media content. • Experience of managing staff. • Understand the requirements of data protection and freedom of information legislation.

Personal Styles and Behaviours	<ul style="list-style-type: none"> • Commitment to public service. • Able to maintain good relationships with Councillors, contractors and public. • A flexible & open-minded approach to work. • Ability to manage stress in a pressured environment. • Self-reliant, resilient and self-motivated. 	<ul style="list-style-type: none"> • Willingness to undertake training and to act as the Council's representative.
Other	<ul style="list-style-type: none"> • Able to attend evening meetings and weekend events and demonstrate flexibility as required. • Commitment to develop and keep up to date with changes in legislation and best practice. • Political sensitivity, tact and diplomacy. • Ability to maintain confidentiality. 	

It is essential that when making an application, candidates specifically address the criteria set out in the person specification. This information will be used in deciding those to be shortlisted.