

## BOURNE TOWN COUNCIL

### Deputy Town Clerk - Person Specification

***Please explain as part of your application how you meet the various criteria listed below:*** (these are not in order of priority)

|                                         | <b>Essential</b>                                                                                                                                                                           | <b>Desirable</b>                                                                                     |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Education                               | GCSE – ‘A-C’ pass grades in 5 subjects including the Core subjects of English Maths and Science, or equivalent                                                                             | A Level pass in English and Maths                                                                    |
| Professional qualification and training | Willing and capable of attending courses and undertaking on the job training and to also obtaining the Certificate in Local Council Administration (CiLCA) qualification.                  | Hold the CiLCA qualification                                                                         |
| Skills and Abilities                    | Excellent Organisational and Communication skills (written and verbal)                                                                                                                     |                                                                                                      |
|                                         | <b>Computer Skills</b><br>- Basic technical knowledge.<br>- Comprehensive knowledge of MS Office                                                                                           | Experience in SAGE Instant Accounting and/or SAGE Payroll software                                   |
|                                         | Accountancy/bookkeeping experience sufficient to be able to maintain routine accountancy procedures.                                                                                       | Have an accountancy qualification.                                                                   |
|                                         | Have an aptitude for legal and financial matters.                                                                                                                                          | Experience or qualification in legal matters.                                                        |
|                                         | Experience in recording meetings, producing accurate minutes from your notes.                                                                                                              | Shorthand skills                                                                                     |
|                                         | Experience in dealing with the General Public.                                                                                                                                             |                                                                                                      |
|                                         | Willingness to take responsibility in the Clerk’s absence.                                                                                                                                 |                                                                                                      |
|                                         |                                                                                                                                                                                            | Knowledge of legal, statutory and other provisions governing or affecting the running of the council |
|                                         |                                                                                                                                                                                            | Experience of working in Local Government                                                            |
|                                         |                                                                                                                                                                                            | Experience in Human Resource Management                                                              |
|                                         |                                                                                                                                                                                            | Experience of Health & Safety practices and procedures.                                              |
| Personal Skills                         | Ability to work effectively and harmoniously within a small team.                                                                                                                          |                                                                                                      |
|                                         | A high degree of flexibility in terms of hours, range and location e.g:<br>- evening meetings,<br>- working a full week in the absence of the Town Clerk,<br>- working at the cemetery etc |                                                                                                      |
|                                         | Have a clean driving licence and the means and willingness to drive to undertake council business out of the office                                                                        |                                                                                                      |
|                                         |                                                                                                                                                                                            | Have a knowledge of the area and the issues which affect the Parish of Bourne.                       |

