

# Arlesey Town Clerk - Person Specification



	Criteria	Essential	Desirable	Assessment Method
1	<b>Qualifications and training</b>	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	d. Membership of professional bodies	AF/Certificates  AF/Certificates Interview AF/Interview
2	<b>Experience</b>	a. Experience of working in local Government in a senior role b. Experience of financial software packages c. Experience of payroll using a software package.	d. Town Clerk experience e. Experience using RBS Omega accounting software f. Experience using Moneysoft Payroll software	AF/Interview AF/Interview AF/Interview AF/Interview  AF/Interview
3	<b>Management</b>	a. Able to demonstrate positive leadership skills b. Able to build a team c. Able to manage change d. Able to manage projects		Interview Interview Interview AF/Interview
4	<b>Knowledge</b>	a. Knowledge of accounts and financial management b. Up-to-date on Health and Safety legislation c. Up-to-date on Employment legislation	d. Knowledge of Arlesey and surrounding area	AF/Test AF/Test AF/Test AF/Interview
5	<b>Skills</b>	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 e. Able to take accurate Minutes and notes		AF/Interview Interview  AF/Interview Test Test

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	Criteria	Essential	Desirable	Assessment Method
6	<b>Qualities</b>	<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. Is able to move smoothly between tasks</li> <li>e. Personal commitment to equal opportunities</li> </ul>		Interview Interview Interview Interview Interview
7	<b>Other</b>	<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>		Interview  Interview  Interview