



**ELLESMERE TOWN COUNCIL**

**Assistant Clerk/Accounts Assistant - Person Specification**

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| <b>1.</b> | <b>EXPERIENCE</b>  |
|           | <ul style="list-style-type: none"> <li>- Experience relevant to the role</li> <li>- Experience in the procurement of goods &amp; services</li> <li>- Using Microsoft Office packages, particularly Word, Excel, Publisher and PowerPoint</li> <li>- Working within and understanding local government</li> <li>- Using computerised accountancy packages, preferably RBS or similar software</li> <li>- Working knowledge of and understanding of accounting regulations and standards appropriate to the role</li> <li>- Experience of using social sites and other online tools</li> <li>- Line Management Experience</li> </ul>   |
| <b>2.</b> | <b>SKILLS AND ABILITIES</b>  |
|           | <ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills</li> <li>- Ability to take accurate minutes and meeting notes</li> <li>- Ability to communicate and work with a wide range of partners, users, residents and staff</li> <li>- Confident with the ability to work on own initiative to prioritise and deal with the changing demands of own work to achieve deadlines</li> <li>- Ability to plan, manage and prioritise workload</li> <li>- Understanding of financial budgets and the ability to maintain accurate financial records</li> <li>- Preparing and presenting clear and accurate publications, including Financial and general reports</li> <li>- Able to work flexible hours - prioritising the needs of the Parish Council</li> <li>- Problem solving, generating ideas/options and using initiative</li> <li>- Knowledge of using and updating Social Media sites and tools including website and Facebook</li> </ul> |
| <b>3.</b> | <b>EDUCATION &amp; TRAINING</b>  |
|           | <ul style="list-style-type: none"> <li>- Hold a minimum of 5 GCSE's or equivalent including English and maths - Evidence of continued professional development</li> <li>- Computer literate with a sound working knowledge of all Microsoft packages</li> <li>- Computer literate with a sound working knowledge of social media operating tools</li> <li>- An understanding of financial controls and governance systems</li> </ul>   |
| <b>4.</b> | <b>OTHER</b>   |
|           | <ul style="list-style-type: none"> <li>- Excellent interpersonal and customer care skills</li> <li>- Assist at the Parish Council events</li> <li>- Deputising for other members of staff for the effective delivery of services to the community</li> <li>- Complete any other tasks directed by the Clerk to meet the business need</li> <li>- Ability to maintain confidentiality</li> <li>- Self-reliance, organisation and motivation</li> <li>- Flexibility &amp; willingness to work outside of normal office hours</li> <li>- Knowledge of the role of Town &amp; Parish Councils and local government</li> </ul>  |