



WESTON-SUPER-MARE TOWN COUNCIL

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 working in local Government in a senior role b. Experience of Microsoft 365 c. Experience of financial and payroll software packages d. Experience of website management. 	<ul style="list-style-type: none"> e. Town Clerk experience f. Experience using Rialtas accounting software g. Experience using MHR 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 Weston-super-Mare 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 e. Able to take accurate Minutes and notes and service the requirements for committee meetings. 	<ul style="list-style-type: none"> f. Evidence of PR and handling media enquiries.



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6. 6. Qualities	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	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	