

# Godmanchester Town Council

## Person specification: Deputy Town Clerk

Attribute	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>• Numeracy and Literacy to GCSE A* - C or equivalent.</li> <li>• CiLCA qualification or prepared to achieve within 24mths.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting qualifications</li> <li>• Evidence of a commitment to CPD.</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Ability to prioritise work, set targets, achieve positive outcomes.</li> <li>• Ability to work under pressure, to tight timescale to a high standard.</li> <li>• Ability to organise and manage resources effectively.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Works in an organised manner with a focus on meeting deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successful partnership working.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Excellent oracy and written skills</li> <li>• Ability to provide objective, succinct and clear advice to Councillors in a timely and coherent manner.</li> <li>• Ability to develop effective working relationships with a wide range of people</li> <li>• Ability to represent the Council and embody its standards of behaviour.</li> <li>• Gently assertive, with an analytical approach to constructively challenge.</li> <li>• Attention to detail with a creative flair.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PR and handling media enquiries</li> </ul>

Technology	<ul style="list-style-type: none"> <li>• Competency in using Microsoft word, Excel and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Website management experience.</li> <li>• Experience of managing social media activity.</li> <li>• Computerised Accounts / Database experience.</li> </ul>
Meetings & Administration	<ul style="list-style-type: none"> <li>• Practical experience of servicing committees.</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge of the Law related to local councils.</li> <li>• Understanding planning legislation.</li> </ul>
Finance & Legal	<ul style="list-style-type: none"> <li>• Basic bookkeeping or accounting qualifications.</li> <li>• Knowledge of tiers of local government and roles and responsibilities of parish / Town councils.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Local Council Precept process.</li> <li>• Experience of budget setting and regular reporting requirements.</li> <li>• Knowledge of statutory returns inc, annual return, VAT, payroll and Charity Commission.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ability to work evenings for attendance at Council meetings.</li> <li>• Ability to operate with complete impartiality in a political environment.</li> <li>• Current driving licence / ability to travel to meet the requirements of the role.</li> <li>• Accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of bidding for external funds.</li> </ul>