

Person Specification Requirement	Essential	Desirable
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Knowledge / Qualifications		
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Good general education to at least GCSE standard	X	
General Knowledge of the public sector and local government issues and committee procedures		X
Experience of routine financial administration such as purchase ledger & banking	X	
Accounting Qualification (book keeping / cash books / sales and purchase ledger)		X
An understanding of the planning system and legislation		X
CILCA / ILCA Qualified		X

Skills		
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Ability to write clearly and concisely, particularly minutes of meetings and reports to committees.	X	
Ability to communicate orally and speak with confidence so that clear messages are conveyed to a wide range of listeners. These include people at all levels, both within and outside the Council such as Members, others staff and members of the public.	X	
Ability to demonstrate competence in the use of PC based office systems, particularly word processing and spreadsheets.	X	
Ability to self-motivate, work well under pressure and to prioritise a variety of tasks and conflicting demands.	X	
Ability to explain the constitutional provisions (standing orders, financial regulations) in relation to meetings and the obligations of Members.	X	
Ability to manage a wide variety of different types of meetings e.g. Formal, informal and partnerships.		X
Ability to work with Members, colleagues and external organisations to foster good working relationships at all levels.	X	
Ability to manage minor projects	X	
Ability to work on own initiative	X	
Tact, diplomacy, confidentiality and sensitivity	X	

Personal Attributes

Able to attend evening meetings and demonstrate flexibility as required	X	
Driving licence, ability to travel		X
Willingness to undertake essential training (including the successful completion of ILCA)	X	
Enthusiasm for delivering quality services to the community	X	