

QUENIBOROUGH PARISH COUNCIL

DEPUTY CLERK

PERSON SPECIFICATION

Factor	Essential	Desirable
Experience/Qualification	<ul style="list-style-type: none">• Good organisational and administrative experience• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.• Experience of MS Office applications• Experience of dealing with the public and working on own initiative.	<ul style="list-style-type: none">• Previous experience of working for local authority or similar body.• Proven experience of formal Committee work, agenda preparation and minute taking.• Financial experience• Experience of website maintenance• Experience of Zoom
Knowledge		<ul style="list-style-type: none">• Knowledge of local area.• Knowledge of payroll, PAYE systems and VAT.• Knowledge of local government
Qualities and Attitudes	<ul style="list-style-type: none">• Trustworthy with confidential information.• Ability to demonstrate tact and diplomacy.• Commitment to the delivery of quality service.• Proven ability to work on your own or as part of a team.	<ul style="list-style-type: none">• Proven ability and enthusiasm to adapt to change.• Enthusiasm and innovative qualities.• Sensitivity to working in a political environment.• Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- Good interpersonal skills and ability to form and maintain sound working relationships with key external bodies.
- Ability to produce understandable and concise written reports.
- Ability to organise and prioritise own work.
- Ability to work in a logical manner and to strict deadlines.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Ability to implement and monitor effective systems and procedures.
- Formal agenda preparation and minute taking skills.

Special Conditions

- Willingness to work and attend Committees and other meetings and functions in evenings.
- Prepared to work varied hours to meet the needs of the post.
- Willingness to undergo training when required to acquire relevant new skills or knowledge relevant to the job.