



# NORTH TAWTON TOWN COUNCIL

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## TOWN CLERK – Person Specification Approved 24.7.24

COMPETENCIES	ESSENTIAL
Qualifications & training	<ul style="list-style-type: none"> <li>• Hold Certificate in Local Council Administration (CiLCA) qualification</li> <li>• Prepared to undertake training as identified by the employer</li> </ul>
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> <li>• Experience in financial administration and basic bookkeeping</li> <li>• Experience of working in an office and dealing with the public</li> <li>• Ability to communicate effectively, orally, in writing and electronically</li> <li>• Ability to work effectively on your own and in a team</li> <li>• Ability to work to deadlines and prioritise workload and be flexible in approach to tasks</li> <li>• Ability to carry out research and prepare reports</li> <li>• Good organisational skills</li> <li>• Line management of staff</li> <li>• Supervise and attend local site meetings with council contractors</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Availability to attend evening council meetings as required</li> </ul>
IT	<ul style="list-style-type: none"> <li>• Experience of using Windows and Office Suite applications</li> </ul>