



**CAM PARISH COUNCIL
PERSON SPECIFICATION**

Post Title: DEPUTY CLERK

	Essential	Preferred
1. Educational qualifications	Good general education: 5 GCSEs or equivalent including Maths and English	CiLCA qualified or willingness to work towards achieving it within reasonable timescale
2. Work Experience	<p>Experience of using computerised accounting systems</p> <p>Experience of working in a financial setting</p> <p>Experience of dealing with the public especially in confrontational circumstances</p> <p>Experience of minuting meetings.</p>	Experience of facility management
3. Skills/ knowledge and aptitude	<p>Excellent communication skills, both written and oral</p> <p>Excellent IT skills, including use of Microsoft Outlook, Word and Excel</p> <p>Excellent customer care skills Excellent administrative and organisational skills</p> <p>Ability to provide sound and impartial advice to councillors</p> <p>Ability to form and maintain sound working relationships with key internal and external stakeholders</p>	<p>Website development and maintenance skills</p> <p>Understanding of health & safety, public liability, data protection, equalities and freedom of information legislation</p>
4. Motivation	<p>Able to maintain good relationships with Councillors, contractors and public.</p> <p>Able to work as part of a team and the wider community</p>	<p>Committed to working towards and/or maintaining Local Council Award status</p> <p>Knowledge and understanding of the local area</p>

	<p>Willingness to undertake additional training and attend relevant professional events</p> <p>Willingness and ability to act as the Council's representative</p> <p>Ability to work effectively and efficiently under pressure and unsupervised</p> <p>Trustworthy with confidential information</p> <p>Self-motivated and flexible attitude to work</p>	
<p>5. Other</p>	<p>Able to attend evening meetings and demonstrate flexibility as required.</p>	<p>Holder of Full driving licence with access to vehicle</p>