

**WIGTON TOWN COUNCIL
PERSON SPECIFICATION-ASSISTANT CLERK**

ATTRIBUTE	DESCRIPTION	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of dealing with the public • Experience of working in local government including committee administration • Experience of keeping financial records 	x	x x
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, either orally, in writing or electronically and to present views positively • Possess high degree of literacy and numeracy • Possess excellent organisational skills • Ability to use MS Word/Excel/Outlook and be generally computer literate to a good standard. • Ability to work efficiently and effectively under pressure and on own initiative • Experience of good team working. 	x x x x x x	
Knowledge/ Qualification	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter-relationship • Either holds the CILCA (certificate in local council administration or is willing to work towards it. • Prepare Agendas,& papers for Council Meetings and take minutes • Relevant accounting qualification or experience 		x x x x
Other Requirements	<ul style="list-style-type: none"> • Availability to attend the occasional evening meeting • Availability to attend meetings elsewhere in the parish during the day as required • Ability to maintain confidentiality • Ability to work independently and as part of a team • Ability to work flexibly 	x x x x x	