

**DEPUTY CLERK
PERSON SPECIFICATION**

Attribute	Essential, Desirable	Evidence
Qualifications: High level of literacy and numeracy	Essential	Application form and Interview
CiLCA qualified, working towards or willing to undertake this qualification	Essential	Certificates
Finance, Admin or Legal qualification	Desirable	Certificates and references
AAT/CIPD	Desirable	Certificates and references
Skills: Excellent written and verbal communication skills	Essential	Application process, interview and references
Computer literate with high level of administration skills	Essential	Application form, Interview and references
Intermediate to advanced user of MS Office and Outlook	Essential	Application form, interview and references
Ability to work on own initiative, be flexible and able to prioritise and multitask	Essential	Interview and references
Experience: Local Government, Clerk, Secretary, Finance, HR, H&S	Desirable	Interview and references
Management of Finance & Administration	Essential	Interview and references
Experience and understanding of statutory duties including VAT and Payroll	Essential	Interview and references
Discreet, compassionate and aware of how to deal with sensitive and emotive issues	Essential	Interview and references
Other: Ability to be flexible and attend evening meetings and to visit the village regularly to update noticeboards, liaise with the Chairman, check on contractors and monitor work in the village.	Essential	Interview and references