

Person Specification for Locum Clerk

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • High level of literacy and numeracy appropriate to post • Competent I T skills • Completion of the Certificate of Local Council Administration (CiLCA) 	Administration and/or Bookkeeping qualifications
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> • Experience of working in an office and dealing with the general public • Ability to work effectively on your own or in a team • A good working knowledge and understanding of Local Government structure and practices • Experience of advising and servicing committees and working with members • Competent in bookkeeping and administration (demonstrating high standard of computer literacy) 	<ul style="list-style-type: none"> • Confident public speaker • An awareness of the advantages that new technology could have on the servicing of Council and its committees • Typing skills (40wpm) • Knowledge of the computer accounting package Scribe Accounts • Experience of managing a small team
Circumstances	<ul style="list-style-type: none"> • Willingness to work evenings when Council or committees meet • Flexible and committed to the Council 	<ul style="list-style-type: none"> • Current driving license