

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>MALDON TOWN COUNCIL DEPUTY TOWN CLERK</b>		
<b>EXPERIENCE</b>		
Experience of working in local government sector		✓
Experience of accounts and budget management involving sound financial practice, procedures and systems.		✓
Experience of staff / volunteer / member management		✓
Experience of project / contract management		✓
Experience of preparation of bids for external funding		✓
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Ability to analyse and communicate financial information with good numeracy skills.		✓
Strong administrative skills.	✓	
Ability to allocate, co-ordinate, plan and prioritise own workload an meet tight deadlines	✓	
Commitment to accuracy and quality	✓	
Problem solving and decision making aptitude	✓	
Ability to use a computer and Microsoft Office Professional programmes and e-mail including a sound knowledge of Windows Word and Excel applications and Power point presentations	✓	
Excellent verbal and written communication skills	✓	
Familiar with day to day running of a website	✓	
Ability to think at a strategic level.		✓
The ability to work on own initiative and suggest improvements to organisational systems/procedures	✓	
The ability to produce professional documentation, including policies, contracts and risk assessments	✓	
Ability to interpret legislation and communicate key aspects in a user friendly way	✓	
<b>EDUCATION AND QUALIFICATIONS</b>		
Certificate in Local Council Administration (CiLCA) or Certificate of Higher Education (Local Policy)		✓
Commitment to personal development. Willingness to undertake training	✓	
<b>PERSONAL ATTRIBUTES</b>		
Pleasant, approachable disposition	✓	
Ability to cope under pressure	✓	
Highly visible and committed to team working with good people management and interpersonal skills	✓	
Good mediator	✓	
Target focused	✓	
<b>OTHER FACTORS</b>		
Flexibility and willingness to work evenings and some weekends when required	✓	
Full driving licence with access to a car	✓	
Commitment to ensuring confidentiality is respected and Council and legal guidelines are observed.	✓	
<b>EQUAL OPPORTUNITIES</b>		

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<p>Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies</p>	<p align="center">✓</p>	