Horsforth Town Council
Assistant Clerk
Person Specification – March 2022

Attribute	Description	Essential	Desirable
Experience	3 years' experience of working in local government	X	
	Experience of committee administration		X
	Experience of monitoring budgets and preparing financial statements and final accounts		X
	Experience of organising public events		X
Skills	Ability to communicate effectively, either orally, in writing or electronically and to present views positively	X	
	Ability to confidently present information in a public setting	X	
	Possesses a high degree of literacy and numeracy	X	
	Possesses excellent organisation skills	X	
	Attention to detail with high regard for accuracy and quality	X	
	Ability to use MS Word/Excel/Outlook	X	
	Ability to use Powerpoint/Publisher		X
	Ability to manage and update website organisation and content	X	
	Ability to use social media fluently and confidently		X
	Ability to produce publicity materials		X
	Ability to develop relationships with people at all levels in the organisation	X	
	Ability to work efficiently and effectively under pressure and on own initiative	X	
	Ability to manage other employees		X
	Experience in dealing with the public	X	
	Proven ability to use office systems – filing, scanning, photocopying, etc	X	
	Ability to work effectively alone or in a small team	X	
Knowledge/ Qualifications	Knowledge of all tiers of local government and their inter-relationship	X	
	5 GCSEs at grade 4-9 or equivalent, including in Maths and English	X	
	A degree in any subject		X
	Knowledge of planning laws and procedures		X
	Either holds or is willing to work towards achieving Introduction to Local Council Administration (ILCA)	X	
	Either holds or is willing to work towards obtaining Certificate in Local Council Administration (CILCA) and Financial Introduction to Local Council Administration (FILCA)	X	
	Willing to undertake any additional training required	X	
Equal Opportunities	A knowledge, awareness and commitment to equal opportunities policies	X	
Other Requirements	Availability to attend evening meetings in Horsforth as required	X	
	Availability to attend meetings elsewhere during the day	X	
	Knowledge of Horsforth and its community		X
	Ability to maintain confidentiality	X	
	Good project management skills		X
	Computer literate in relevant software packages	X	
	Politically impartial in the execution of their duties	X	