

PERSON SPECIFICATION

CLERK TO THIRSK TOWN COUNCIL

Attribute	Description	Essential	Desirable
Experience	5 years experience of working in local government including committee administration. - Experience of monitoring budgets and preparing financial statements and final accounts		X X
Skills	- Ability to communicate effectively, either orally, in writing or electronically and to present views positively. - Possesses a high degree of literacy and numeracy. - Possesses excellent organisational skills. - Ability to use MS Word / Excel. - Ability to develop relationships with people at all levels in the organisation. - Ability to work efficiently and effectively under pressure and on own initiative. - Ability to manage other employees. - Experience in dealing with the public.	X X X X X X X	
Knowledge / Qualification	- Knowledge of all tiers of local government and their inter-relationship. - Either holds CiLCA or willing to work towards obtaining CiLCA. - Willing to undertake any additional required training.	X X	X
Equal Opportunities	A knowledge, awareness and commitment to equal opportunities policies.	X	
Other Requirements	- Availability to attend evening meetings, at least monthly. - Availability to attend meetings at various locations - Ability to maintain confidentiality. - Good project management skills. - Computer literate in relevant software packages.	X X X	