

PERSHORE TOWN COUNCIL
Person specification for the post of Town Clerk

Competency	Essential	Desirable
Education	Holds Certificate in Local Council Administration.	Educated to degree level
Abilities:- Practical and intellectual skills	<p>Good working knowledge and understanding and local government structure and practices.</p> <p>Experience of advising and servicing committees and working with members</p> <p>Experience of management of office and grounds staff to ensure satisfactory completion of duties on time and to a tight schedule.</p> <p>Ability to communicate including managing potential confrontational situations</p> <p>Experience of management of building and council owned Public Open Space along with a full understanding of Health and Safety Procedures.</p> <p>Good working knowledge of office procedures and excellent organisational skills</p> <p>Experience of financial management, accounting and payroll</p>	<p>Understanding of the management of burial grounds</p> <p>Understanding of the management of allotments</p> <p>Experience of using Sage Accounting and Sage Payroll</p>
Other	<p>Full car driving licence</p> <p>Ability to work occasional unsocial hours</p>	<p>Live within 1 hour commute to Pershore or willingness to move to within that distance.</p>