



CASTLE CARY TOWN COUNCIL

**Deputy Town Clerk
15 hours per week**

Person specification

To support the Clerk and Councillors. Representing the Town Council in a positive way.

What the role includes:

Be the first point of contact for visitors, telephone and email enquiries.

To manage the office in respect of consumables, filing, post (in and out), meeting preparation to include photocopying, email distribution of minutes and agendas, room bookings, guest speakers and diary coordination.

Minute taking.

Financial administration and processing of payments, combined with basic bookkeeping skills.

Some project management experience, especially related to building / facilities management.

Management of the website (other electronic media), ability to write press releases.

Some knowledge of grant applications.

Management of the cemetery records and coordination of funerals.

Administration related to planning applications

Assist with the co-ordination of the quarterly newsletter.

What are we looking for from you

Local Council knowledge or a desire to learn.

Good local knowledge.

Ability to prioritise and work on own initiative and as part of a team.

Gently assertive, with an analytical approach to constructively challenge.

Attention to detail with a creative flair.

Works in a neat and tidy manner with a focus on meeting deadlines.

Attribute	Essential	Desirable
Education/qualifications	Numeracy and Literacy to GCSE equivalent	Evidence of a commitment to CPD.
Management	Ability to prioritise work, set targets, achieve positive outcomes. Ability to organise and manage resources effectively. Experience of successful partnership working.	Experience of successful partnership working.
Communication	Excellent oral and written skills Ability to provide objective advice to Councillors in a timely and coherent manner. Ability to develop working relationship with a wide range of people.	Experience of PR and handling media enquiries
Technology	Experience of Microsoft Word / Excel and email management.	Website management experience Computerised accounts / Database experience.
Meetings and Administration	Practical experience of servicing committees.	General knowledge of the Law related to local councils. Understanding planning legislation.
Finance and Legal	Basic Bookkeeping and financial analysis.	Experience of Local Council Precept process. Experience of budget setting and regular reporting requirements. Knowledge of statutory returns inc, Annual return, VAT, payroll and Charity commission.
Other	Ability to work evenings for attendance at Council meetings. Ability to operate with complete impartiality in a political environment.	Experience of bidding for external funds.

	Current driving licence / ability to travel to meet the requirements of the role. Accuracy and attention to detail.	
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