

INGLEBY BARWICK TOWN COUNCIL

ADMINISTRATION ASSISTANT

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT		
	Essential	Desirable
1. Educational qualifications	GCSEs or equivalent in Maths and English	5 GCSEs or equivalent
2. Work Experience	Administrative Experience of Microsoft Office Suite Experience of financial record keeping Experience of working in an office setting Experience of dealing with the public	Previous local government experience Experience of minuting meetings
3. Skills/knowledge and aptitude	Knowledge of clerical & administrative procedures and systems IT skills and knowledge of relevant software Knowledge of principles & practices of basic office management Good communication skills – written & verbal	Ability to understand the legal framework in which the Town Council operates Able to produce reports on financial and other subjects Ability to problem solve Attention to detail & accuracy Able to deputise for Clerk in his/her absence
4. Motivation	Able to maintain good relationships with Councillors, contractors and public Self-reliant and self-motivated	Willingness to undertake training and to act as the Council's representative
5. Other	Able to attend evening meetings if required and demonstrate flexibility	Driving licence/access to a vehicle