

NEWENT TOWN COUNCIL AND BURIAL AUTHORITY



Annexe Building, rear of
Newent Community Centre,
Ross Road,
Newent,
Glos,
GL18 1BD
Tel: 01531 820638

Deputy Clerk and Burials Officer - Person Specification

Factor	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of IT literacy (working knowledge of Microsoft Word, Excel) and other packages used by the Council. • Willingness to undertake training, especially CiLCA if not already held 	<ul style="list-style-type: none"> • Hold the Certificate in Local Council Administration (CiLCA) or be prepared to work towards obtaining it on appointment within 18 months of commencement.
Knowledge and experience	<ul style="list-style-type: none"> • Strong administration skills • Ability to organise own work in an office environment • Experience in partnership working i.e., dealing with the public and contractors • Good working knowledge of electronic accounting and finance systems (invoicing and banking) • Practical understanding of creating and managing social media platforms 	<ul style="list-style-type: none"> • Burial Authority experience and knowledge of cemetery processes • Delivery of projects and successful project management • Working knowledge of Omega Financial software • Understanding of the procedures, roles, duties and responsibilities of a Town/Parish Council • Experience in delivering events and community-based activities • Experience of a regulated environment • Knowledge of local parish
Qualities and Attitudes	<ul style="list-style-type: none"> • Excellent oral and written communication skills including being able to speak in a public forum • Self-motivated with proven success at managing own workload with minimum supervision • Flexible approach to hours of work, and day to day duties and responsibilities • Ability to demonstrate tact and diplomacy • Tenacity, Resilience, and a sense of humour 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change and respond quickly to situations. • Enthusiastic and innovative
Skills and Abilities	<ul style="list-style-type: none"> • Able to produce reports on financial and other subjects 	<ul style="list-style-type: none"> • Experience of financial processes

	<ul style="list-style-type: none"> • To be able to organise and manage resources effectively • Strong interpersonal skills with ability to form and maintain sound working relationships with others • Strong customer service skills. Ability to interact with a variety of stakeholders in a professional and supportive manner • Competent in formal agenda preparation and minute taking 	<ul style="list-style-type: none"> • Ability to develop, implement and monitor effective systems and procedures. • Ability to deal with potentially challenging circumstances
Special Conditions	<ul style="list-style-type: none"> • Able to attend evening meetings, and occasional weekend events • Prepared to work varied hours to meet the needs of the post. • Willingness to undertake training and to act as the Council's representative. 	<ul style="list-style-type: none"> • Car driver/owner.