

Requirements	Essential or Desirable	Method of Assessment
<b>1. Qualifications</b> <ul style="list-style-type: none"> <li>Appropriate qualification, e.g. Certificate in Local Council Administration (CiLCA), or willingness to study for appropriate qualification</li> </ul>	Desirable	Application
<b>2. Experience</b> <ul style="list-style-type: none"> <li>A sound and up-to-date knowledge and understanding of local government law and the legal and financial frameworks and procedures relating to local councils (or the potential and willingness to learn with training)</li> <li>Previous experience within local government/council administration/finance</li> <li>Experience of working on own initiative, with minimum supervision</li> <li>Experience of working to tight deadlines and ability to prioritise tasks</li> <li>Experience of maintaining websites</li> <li>Experience of using PAYE online</li> </ul>	Essential  Desirable  Essential  Essential  Desirable  Desirable	Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview
<b>3. Skills</b> <ul style="list-style-type: none"> <li>Excellent written and oral communication skills</li> <li>Microsoft skills, particularly Word, Excel &amp; Outlook</li> <li>WordPress skills</li> </ul>	Essential  Essential  Desirable	Application/Interview  Application/Interview  Application/Interview
<b>4. Other</b> <ul style="list-style-type: none"> <li>Individual qualities of judgement, tact, discretion and impartiality</li> <li>Ability to maintain confidentiality</li> <li>Ability to prioritise and meet tight deadlines</li> <li>Proactive/self-motivated</li> <li>A willingness to work evening/additional hours, if required</li> <li>Local knowledge</li> </ul>	Essential  Essential  Essential  Essential  Essential  Desirable	Interview  Interview  Application/Interview  Application/Interview  Application/Interview