

HVERFORDWEST TOWN COUNCIL

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT (PART TIME)		
	Essential	Advantageous
Educational qualifications	Good general education: 5 GCSEs or equivalent including Maths and English	
Work Experience	Experience of dealing with the public Experience of working in an office environment	Previous local government experience Experience of working in a financial setting
Skills/ knowledge and aptitude	Good Communication skills IT skills Presentational skills Ability to problem solve Able to support the Town Clerk and Administration Officer	Previous experience of booking/financial computer systems Understanding of operating environment of town council
Motivation	Able to maintain good relationships with Councillors, contractors and public Self reliant and self motivated	Committed to working towards quality status Willingness to undertake training and to act as the Council's representative
Other	Work as part of a team Demonstrate flexibility as required	