

HVERFORDWEST TOWN COUNCIL

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT (PART TIME)		
	Essential	Desirable
Educational qualifications	Good general education: 5 GCSEs or equivalent including Maths and English Grade C or above	
Work Experience	Experience of dealing with the public in a professional manner 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 Ability to enter data accurately 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 Ability to work under own initiative Committed to working towards continual improvement	Willingness to undertake training and to act as the Council's representative
Other	Able to work alone and as part of a team Demonstrate flexibility as required	Welsh speaker or learner Ability to support and attend out-of-hours events