



Person specification for the post of Deputy Town Manager

September 2024

		Essential or desirable	How will this be demonstrated?
Qualifications	At least three GCSEs including English Language	E	Application form
	CiLCA qualified or willing to work towards	E	Application form and interview
	Holder of a full Driving Licence	D	Application form
Prior experience	Recent experience in a similar role or environment	D	Application form
Skills or knowledge	Working knowledge of Scribe Accounting software	D	Interview
	Understanding of local government finance, accounts and audit regulations	D	Interview
	A high level of literacy and numeracy	E	Application form and interview
	Financial procedures, bookkeeping and budgeting control	E	Application form and interview
	A high level of computer literacy	E	Application form and interview

	Sound knowledge of local government law and procedures	D	Application form and interview
	Understanding of the decision-making process in local government	D	Application form and interview
	Understanding of health and safety, risk assessment and risk management	D	Application form and interview
	Understanding of burial/memorial regulations	D	Application form and interview
	Willingness to undertake further training as and when required	E	Application form and interview
	Excellent communication and language skills, both written and verbal at all levels	E	Application form and interview
	A commitment to staff development and training	E	Interview
	IT skills including Microsoft Office Word, Excel and Outlook	E	Application form
Personal qualities			
	Ability to fit into a committed and focused team	E	Interview
	Ability to work under stress	E	Interview
	Ambition and drive, including self-reliance and self-motivated in achieving goals	E	Interview
	Strong prioritisation skills and ability to manage own workload	E	Interview
	Reliable, with commitment to a flexible working hours pattern to meet the demands of the service, this will include evenings and some weekends	E	Interview
	Ability to maintain confidentiality and deal sympathetically with staff and members of the public	E	Interview
	Commitment to responding to customers' needs	E	Interview
	Willingness for continuous learning	E	Interview
	Willingness to work at any of the Town Council's Premises	E	Interview