



# Snodland Town Council

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| ADMINISTRATION ASSISTANT PERSON SPECIFICATION |   |   |
|---|---|---|
| Criteria                                      | Essential   | Desirable   |
| Qualifications and Training                   | <p>Minimum of GCSE grades A-C in English or Maths or equivalent</p> <p>Book-keeping/accounts/sales &amp; purchase ledger</p> <p>Willingness to undertake training</p>   | <p>Certificate in Local Council Administration (CILCA).</p> <p>AAT Level 1</p>  |
| Knowledge and Experience                      | <p>Experience of formal committee work, preparing agendas, taking minutes and preparing reports</p> <p>Tenacity, Resilience and a sense of humour</p>   | <p>Experience in local government, particularly town or parish council level</p> <p>Experience in delivering events and community-based activities</p> <p>Knowledge of the Town</p> |
| Skills  | <p>IT literate and proficient in Microsoft Office 365, particularly Word, Excel and Outlook</p> <p>Familiar with digital platforms in particular websites and Facebook</p> <p>Excellent oral and written communication skills</p> <p>Excellent administrative and organisation skills, with the ability to multi- task and prioritise, set targets, achieve positive outcomes and delegate effectively</p> <p>To be able to organise and manage resources effectively</p> <p>Strong customer service skills</p> | <p>Knowledge of Rialtas Suite</p>   |
| Personal Qualities                            | <p>Able to work flexibly</p> <p>Self-motivated</p>  | <p>The ability to deal with potentially challenging circumstances</p>   |