

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG

Person Specification: Senior Administrator

<u>Competency</u>	<u>Essential</u>	<u>Desirable</u>
Administrative and Organisational Skills	Able to assist with the administration of office, caretaking and ground staff.	Previous team management experience.
Communication Skills	Practical knowledge on social media and website-based communication.	. Evidence of practical application of these skills.
Experience and knowledge of Local Government	Willingness to undertake training to obtain Certificate in Local Council Administration	Previous local authority experience.
Event Management	Experience in organising and administering public events.	Evidence of practical application of these skills.
Financial Management	An understanding of accounts and budgets. VAT returns and basic payroll.	Evidence of previous experience.
Flexibility and Responsiveness	Able to attend regular evening meetings and respond to other events if required.	Evidence of previous adaptability.
Health and Safety	An understanding of H & S requirements.	Previous practical experience.
IT Literacy	Good knowledge of Word, Excel, email, internet and willing to learn accounts software.	Experience of AdventEdge account software or similar.
Organisational Leadership	Ability to direct and advise and to work in an established collaborative environment.	Evidence of previous good relationships with elected Members, staff and public.