

## Job Description: Count Assistant

### Main Purpose of Role

- To verify and count the ballot papers after the close of poll.

### Main Duties

- Sort and count ballot papers quickly but accurately whilst under pressure and under close supervision by candidates and agents.
- Work as part of a team.
- Re-count ballot papers as required.
- Work subject to strict secrecy requirements.
- Assist with the clearing up after the count has finished.

### Working Hours

- You must be available for the full day of the count.**

### Person Specification

- Requires good numeric skills, along with visual accuracy and attention to detail.
- Ability to follow instructions accurately.
- Ability to handle and count large volumes of confidential papers.
- Ability to work unsociable hours.
- Ability to remain calm whilst working under pressure.
- Flexible approach to both duty and working hours – it is not possible to leave before the count has finished, so you must ensure that you allow for possible overrun.
- Ability to remain politically neutral.

### Rate of Pay (subject to statutory deduction where applicable)

Description of duty	Gross Amount
Count Assistant	£109.00

Please note the above fee is made up of a £25.00 flat rate fee in addition to £10.50 per hour. This is based on the count lasting for approximately 8 hours. The fee will be adjusted accordingly if the count is longer or shorter than this.

Mileage will be collected on the day. Travelling expenses will be calculated separately at the non-taxable rate of 45p per mile and is limited to 80 miles per day.

***Uplift on the above rates of pays is to be confirmed, therefore this is subject to change.***