

FINANCE AND ADMINISTRATION OFFICER - PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED
Qualifications Minimum of 3 GCSE's Grades A-C (or equivalent) including English and Maths		X	Certificates
Knowledge/Experience/Skills			
Excellent administrative and organisational skills, including attention to detail.	X		Application form Interview
Good working knowledge of the Microsoft Office package, particularly Excel.	X		Interview
Excellent interpersonal and communication skills	X		Application Form Interview
Understanding of book-keeping (computerised)		X	Interview
Experience of payroll administration		X	Application Form Interview
Recent experience of working in a public facing office / telephone calls ideally local government		X	Application Form Interview
Willingness to undertake and take responsibility for basic housekeeping tasks	X		Interview
Ability to work on own initiative and as part of a team	X		Interview
Ability to take the initiative and be proactive	X		Interview
Ability to work in a calm, positive and effective manner even when under pressure	X		Interview
Ability to prioritise workload in order to meet deadlines	X		Application Form Interview
Flexible in working additional hours and becoming involved in other areas of the Council's service	X		Interview