



### Person Specification

**Post Title:** Finance Assistant

**Service:** Finance, Procurement & Parking

**Grade:** Career Graded 2-3

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EXPERIENCE</b>	Experience of working within a Finance department and maintaining financial ledgers. Experience in liaising with other internal departments and external companies. Experience of dealing with customers.		Application form and interview
<b>QUALIFICATIONS/ TRAINING</b>	5 GCSE's at Grade C or above including English and Maths	A-levels or degree in a related subject Accountancy qualification	Application form and interview
<b>KNOWLEDGE</b>	Good working knowledge of Excel, Word and Financial Accounting Systems	A working knowledge of all Council Departments. Knowledge of Payment Card Industry Data Security Standards A good knowledge of different IT systems including Icon and Academy.	Application form and interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	Strong numeracy and analytical skills. Self-starter, able to identify a need and work to address it.		Application form and interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Ability to prioritise effectively and meet deadlines.</p> <p>Ability to take ownership of a problem or concern and provide a suitable solution.</p> <p>Excellent attention to detail and constant accuracy irrespective of workload.</p> <p>Excellent interpersonal and communication skills, written and verbal.</p>		
<b>DISPOSITION/ ATTITUDE</b>	<p>A passion for continuous improvement and excellent customer service.</p> <p>Positive, proactive, can-do attitude and a team player.</p> <p>Must be able to perform and problem-solve with considerable accuracy under pressure.</p>		Application form and interview
<b>SPECIAL REQUIREMENTS</b>			