

Finance & Admin Officer – Person Specification

	Essential	Desirable
Education and Professional Qualifications	<p>Minimum of 5 GCSE's grade C or above, including English Language and Mathematics, or equivalent.</p> <p>A recognised accountancy or bookkeeping qualification.</p>	<p>NVQ 3/BTEC or equivalent in Administration/Business Studies or evidence of equivalent skill level.</p>
Knowledge	<p>Proven effective knowledge of finance office practises and administrative procedures.</p> <p>Working knowledge of finance and accounting software.</p> <p>Good analytical skills, combined with attention to detail.</p> <p>Knowledge of a range of IT systems, including the Office 365 suite.</p> <p>Good written and verbal communication skills.</p> <p>Knowledge of GDPR.</p>	<p>Working knowledge of local government financial procedures.</p> <p>Working knowledge of local government finance and accounting software.</p>
Experience	<p>Significant experience of working successfully in a finance role.</p> <p>Experience of using accounting software.</p> <p>Evidence of dealing professionally and sensitively with members of the public.</p> <p>Experience of effective communication skills, in particular the ability to communicate with others at all levels, both within the council and other organisations and bodies.</p> <p>Significant experience in an administrative role, using a range of IT systems, including the Office 365 suite.</p>	<p>Experience of local government accounting.</p> <p>Previous experience of working in the local government sector.</p>

	Experience of producing documents accurately and to a high standard.	
Personal Qualities	<p>Able to work alone and in a team.</p> <p>Receptive to change and new ideas.</p> <p>Able to approach staff and members of the public with a warm and friendly attitude.</p> <p>Self-reliant, open, honest and trustworthy.</p> <p>Trustworthy with confidential information.</p>	