# Person Specification

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|  | **Essential** | **Desirable** |
| **1. Education / Qualifications** | * Financial qualification e.g., AAT
* Minimum of Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment)
 | * Educated to degree or HND level or NVQ level 4 or above
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| **2. Work****Experience** | * Experience or working in a business or professional setting
* Experience of using computerised systems, including all Microsoft Office applications
* Experience of using a financial software package
* Experience of working in a financial setting
 | * Experience of using local council finance packages
* Previous local government experience
* Experience of minuting meetings
* Knowledge of payroll
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| **3. Management Skills** | * Budget management
* Ability to organise effective meetings
* Ability to meet targets

and deadlines* Ability to cope under pressure
* Ability to consider the long- term financial consequences of Council
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| **4. General Skills / Knowledge and Aptitude** | * Able to produce reports relevant to committees
* Ability to problem solve in an inclusive manner
* Ability to assimilate viewpoints and establish common understanding
 | * Understanding of a local council’s legal framework and operating environment
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| **5. Communication Skills** | * Ability to communicate in a clear and confident manner
* Ability to work well with members of the public and Councillors.
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|  | * Ability to present to wide range of audiences
* Use open and fair processes
* Ability to act impartially
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| **6. Personal Qualities** | * Ability and flexibility to grow with the role and undertake training
* Ability to be flexible to meet deadlines
* Ability to maintain good relationships with Councillors, colleagues, contractors and the public
* Self-reliant and self-motivated
* Be able to work evenings
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