# 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 |
| **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 |
| **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 |  |
| **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 |
| **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 |  |
| **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 |  |